

# **SCRUTINY CO-ORDINATING COMMITTEE AGENDA**



**Friday 8 August 2008**

**at 2.00 pm**

**in Committee Room B,  
Civic Centre, Hartlepool**

## **SCRUTINY CO-ORDINATING COMMITTEE:**

Councillors Akers-Belcher, Atkinson, Brash, R W Cook, S Cook, James, Kaiser, London, A Marshall, McKenna, Preece, Richardson, Shaw, Simmons, Wright and Young

Resident Representatives: Christopher Akers-Belcher, Iris Ryder and Linda Shields

1. **APOLOGIES FOR ABSENCE**
2. **TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**
3. **TO CONFIRM THE MINUTES OF THE MEETING HELD ON 4 AND 18 JULY 2008**
4. **RESPONSES FROM THE COUNCIL, THE EXECUTIVE OR COMMITTEES OF THE COUNCIL TO REPORTS OF THE SCRUTINY COORDINATING COMMITTEE**  
  
No Items
5. **CONSIDERATION OF REQUEST FOR SCRUTINY REVIEWS FROM COUNCIL, EXECUTIVE MEMBERS AND NON EXECUTIVE MEMBERS**  
  
No Items

**6. FORWARD PLAN**

6.1 The Executive's Forward Plan – *Scrutiny Manager*

**7. CONSIDERATION OF PROGRESS REPORTS / BUDGET AND POLICY FRAMEWORK DOCUMENTS**

No Items

**8. CONSIDERATION OF FINANCIAL MONITORING / CORPORATE REPORTS**

No Items

**9. ITEMS FOR DISCUSSION**

9.1 Scrutiny Investigation into the Use of Agency Workers within the Council – Draft Scoping Report – *Scrutiny Manager*

9.2 Scrutiny Forums – Progress Reports:-

- (a) Adult and Community Services Scrutiny Forum – *Chair of the Adult and Community Services Scrutiny Forum*
- (b) Children's Services Scrutiny Forum – *Chair of the Children's Services Scrutiny Forum*
- (c) Health Scrutiny Forum – *Chair of the Health Scrutiny Forum*
- (d) Neighbourhood Services Scrutiny Forum – *Chair of Neighbourhood Services Scrutiny Forum*
- (e) Regeneration and Planning Services Scrutiny Forum – *Chair of Regeneration and Planning Services Scrutiny Forum*; and
- (f) Scrutiny Co-ordinating Committee – *Chair of Scrutiny Co-ordinating Committee*

**10. CALL-IN REQUESTS**

**11. ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT**

**FOR INFORMATION**

**Date of Next Meeting: Friday, 5 September 2008 at 2.00pm in Committee Room B at the Civic Centre, Hartlepool.**

# **SCRUTINY CO-ORDINATING COMMITTEE**

## **MINUTES**

4 July 2008

The meeting commenced at 2.00pm at the Civic Centre, Hartlepool

### **Present:**

Councillor Marjorie James (In the Chair)

Councillors: Stephen Akers-Belcher, Jonathan Brash, Rob Cook, Shaun Cook, Ann Marshall, Arthur Preece, Jane Shaw, Chris Simmons and David Young.

Resident Representatives: Christopher Akers-Belcher and Iris Ryder.

Also Present: Councillor Pamela Hargreaves, Performance Portfolio Holder.

Officers: Dave Stubbs, Director of Neighbourhood Services  
Peter Turner, Principal Strategy Development Officer  
Alison Mawson, Head of Community Safety and Prevention  
Antony Steinberg, Economic Development Manager  
Alan Dobby, Assistant Director – Support Services  
Charlotte Burnham, Scrutiny Manager  
David Cosgrove, Principal Democratic Services Officer

### **12. Apologies for Absence**

Councillors Atkinson, Kaiser, London, Richardson and Wright and Resident Representative Linda Shields

### **13. Declarations of interest by Members**

None.

### **14. Minutes of the meetings held on 30 May 2008**

Confirmed.

### **15. Responses from the Council, the Executive or Committees of the Council to Reports of the Scrutiny Co-ordinating Committee**

No items.

## 16. **Corporate Plan 2008/09** *(Assistant Chief Executive)*

The Scrutiny Coordinating Committee considered the Corporate Plan for 2008/09 at the meeting on 30 May 2008 and agreed to receive a further report with more information regarding the 2007/08 Performance Indicator outturn information and the 2008/09 targets. The proposals had also been considered by all Scrutiny Forums who had met individually to consider the Plan's Outcomes and Actions on a departmental basis, and their findings were reported back to Scrutiny Coordinating Committee on 14 March 2008.

There is a statutory requirement to publish the Best Value Performance Indicator outturn information by 30 June, and this information was published on the Council's Website on this date. The full Corporate Plan forms part of the Policy Framework, and final approval rests with full Council. Cabinet would be given a further opportunity to consider the Corporate Plan at its meeting on 21 July 2008. Comments from this Committee would be incorporated in the Cabinet Report. Final approval of the Plan would be by Council on 31 July 2008.

Members referred to the table on page 6 of Appendix A to the report "The 2008 Community Strategy themes, priority aims and links to Government Public Service Agreement (PSA) Priorities" and specifically the priority aim for the Housing Theme, which was to 'Ensure that there is access to good quality and affordable housing in sustainable neighbourhoods and communities where people want to live. Members questioned what strategy was in place to meet this aim. The Director of Neighbourhood Services commented that Cabinet was to consider a report "Affordable Rented Social Accommodation - Policy for the Disposal of Council Land" at its meeting on 7 July 2008. This report was asking Cabinet to consider a policy that would release land at less than market value to social landlords for the construction of new affordable housing. Members requested a copy of the report which was tabled in the meeting.

Members were concerned that there would be resistance in certain areas from residents for the release of land for affordable housing. This did, however, need to be weighed against the call from the general public for more affordable housing for both purchase and rent in the town.

The Committee discussed the issue on some detail and Members requested that once Cabinet had made a decision on this matter, then it would be appropriate to hold a Members Seminar to outline the proposals to all Councillors. Members requested that these seminars be held in the near future.

In relation to the Corporate Plan, Members commented that they were disappointed that representatives from all departments were not present in order to answer the detailed questions on the plan that they had. Members also requested a review of the process for the consideration of the Corporate Plan as they considered that Members were being rushed in

agreeing the plan at the latter stages without necessarily having all the information and answers to questions they would wish to have.

**Recommended**

1. That the Corporate Plan be noted and that the Committee's comments in relation to the decision making process on the document be noted.
2. That a Members' Seminar be arranged to inform Members of the policy approved by Cabinet for the release of land for affordable housing.

**17. Referral from Cabinet – Departmental Structures and Efficiencies** *(Scrutiny Manager)*

The Scrutiny Manager reported that, as outlined within the Authority's Constitution, the Scrutiny Co-ordinating Committee has a mandatory obligation to consider referrals from Council, Cabinet and individual Cabinet Members within the timescale prescribed.

At the meeting of Cabinet on 23 June 2008, the Chief Executive submitted a report proposing a review of the Authority's overall departmental structure, taking into account the need to make 3% cashable efficiency savings for each of the next three years. Cabinet subsequently agreed that the Scrutiny Co-ordinating Committee's views be sought on the content the report (a copy of which was submitted as an appendix to the report) and formally reported back to the Cabinet by the end of September 2008.

A proposed timetable of meetings was submitted to the Committee which had been discussed and agreed by the Scrutiny Chairs. There were, however, concerns expressed by several Members at the meeting that a number of the proposed meetings would be held in 'closed session' and therefore not open to the public and the resident representatives. The Chair commented that she understood the comments being made and fully supported scrutiny being carried out in an open and transparent manner. However, the proposed closed sessions would involve members questioning the Chief Executive in relation to his proposals and this was highly likely to result in the disclosure of exempt information. While understanding the wishes of all Members to hold scrutiny meetings in an open and transparent manner, this had to be balanced against the need for Members to gain the fullest information on the restructuring proposals while protecting the integrity of the Council and its officers. The final meeting in the process, where Scrutiny Coordinating Committee would be considering its recommendations, would be held in the normal open fashion.

The Resident Representatives present also commented that they were against the holding of the meetings in private and considered that doing so would reduce the value of the exercise.

**Recommended**

That the Scrutiny Co-ordinating Committee formally receives the referral and approves the proposed timetable for the undertaking of this referral (to be circulated to all scrutiny members), to be completed by the end of

September 2008.

## **18. Consideration of financial monitoring/corporate reports**

No items.

## **19. Scrutiny Topic Referral from the Neighbourhood and Communities Portfolio Holder – Kerbside Recycling** *(Scrutiny Manager)*

The Scrutiny Manager reported that as outlined within the Authority's Constitution, the Scrutiny Co-ordinating Committee has a mandatory obligation to consider referrals from Council, Cabinet and individual Cabinet Members within the timescale prescribed.

The Neighbourhoods and Communities Portfolio Holder at his meeting on 30 June 2008 (minute 2 refers), considered a report of the Head of Neighbourhood Management on the progress made on the actions to address the concerns expressed by Elected Members during a recent meeting of Full Council with regard to the current operation of the Authority's Kerbside Recycling Scheme.

At the meeting, it was subsequently agreed that the issue be referred to the Overview and Scrutiny Function with a particular request that it be undertaken by the Neighbourhood Services Scrutiny Forum, on the basis that Members are experienced in this function having carried out the original investigation and have received six monthly update reports throughout the last municipal year. A prescribed timescale for the completion of the Referral was also agreed by the Portfolio Holder of December 2008.

The proposed terms of reference for the investigation were as follows: -

- (a) The collection service - The collections are carried out by a mixture of contractor and in-house collections, the blue box and bag are a kerbside sort and are carried out by Abitibi, subcontracted to Wards Recycling Ltd. Whereas all other materials i.e. plastic and cardboard are carried out by the council in-house service team. All bins are collected in-house;
- (b) What can be done to improve the collection service and as such the recycling of household waste for those residents living in sheltered accommodation, bed sits and flats;
- (c) Containers used for kerbside collection and the recyclables collected;
- (d) Recycling of waste from council administrative buildings and schools;
- (e) Consideration of on-street recycling i.e. litter, and the provision of bring centres located throughout the town; and
- (f) What options are available to the council for working with the voluntary sector to improve the recycling and reuse of items collected from the bulky household waste collection service.

Members commented that the recycling services were of some concern to various residents around the town. The Chair commented that the forums already had full work programmes. The Chair of the Neighbourhood Services Scrutiny Forum indicated that he was happy to receive the referral and Members, Resident Representatives and the public would be welcome to attend the meetings and make their views known.

**Recommended**

That the referral from the Neighbourhoods and Communities Portfolio Holder be formally received and redirected to the Neighbourhood Services Scrutiny Forum for investigation.

**20. The Role of the Scrutiny Coordinating Committee**  
(Scrutiny Manager)

The Scrutiny Manager submitted a report outlining the membership, functions and remit of the Scrutiny Coordinating Committee together with the diaried meeting dates of the Committee through to the end of October for the Committee's information.

**Recommended**

That the report be noted.

**21. Six-Monthly Monitoring of Agreed Recommendations made by the Overview and Scrutiny Committees**  
(Scrutiny Manager)

The Scrutiny Manager reported that the Committee had on the 21 November 2007 approved the introduction of an electronic database to monitor the delivery of agreed scrutiny recommendations since the 2005/06 Municipal Year. Approval was also given for the introduction of a standardised six monthly cycle for the submission of progress reports to each Scrutiny Forum (June and December). The most up-to-date information from the database was circulated for Members information showing that across all the Scrutiny Forums 81% of all recommendations had been implemented. A further 9% were still awaiting consideration by Cabinet.

Members commented on the excellent information provided by the database which gave a clear indication of the effectiveness of scrutiny and how scrutiny recommendations had had an effect in the delivery of council services.

**Recommended**

That the report be noted.

## 22. **Determining the Scrutiny Coordinating Committee's Work Programme for 2008/09** *(Scrutiny Manager)*

The Scrutiny Manager reported on the need for the Committee to develop a work programme. To this end, the Deputy Mayor (Performance) and the Cabinet Member for Neighbourhoods and Communities, the Assistant Chief Executive, the Chief Financial Officer and the Chief Personnel Officer have all been the foundation sources for the report. Along with key documents such as the Local Area Agreement Reward Element Targets (also known as LPSA2); and the Corporate Plan for 2008/09 to enable this Committee to compile its Work Programme for 2008/09.

The work programme items that had been suggested were listed in the report together with the key budgetary and performance management reports that will go to Cabinet, for Members information, which will also be considered by Scrutiny thereafter. It was highlighted that the Audit Commission reports that periodically came to the Committee in the past would now form part of a single annual report.

Members considered that the issue of the use of Agency Staff within the authority was one that they had wished to investigate for some time and should form the basis of the Committee's workload for 2008/09.

### **Recommended**

1. That the investigation into the use of Agency Staff within the authority be agreed as this Committee's 2008/09 Work Programme item.
2. That, in principle, the proposed change in practice of this Committee to receive an annual summary report of the findings arising from the Audit Commission Inspection reports, as opposed to the consideration of individual inspection reports throughout the year, subject to the necessary constitutional changes.

## 22. **Scrutiny Forums Draft Work Programmes 2008/09** *(Individual Scrutiny Forum Chairs)*

The five Scrutiny Forum Chairs reported on their forums deliberations on the work programme for 2008/09 and indicated the issues that were being put forward for the Coordinating Committees approval.

### Adult and Community Services Scrutiny Forum

The Chair, Councillor Chris Simmons, indicated that the forum proposed to investigate Quality of the Care Homes Provision in Hartlepool and Access to Recreation Facilities for Vulnerable / Older People.

### Children's Services Scrutiny Forum

The Chair, Councillor Jane Shaw, indicated that the forum proposed to investigate Foster Care. The young people co-opted to the forum had been consulted on a second investigation subject and had proposed the Provision



of Appropriate Accommodation for young people who are homeless for whatever reason.

#### Health Scrutiny Forum

The Chair, Councillor Jonathan Brash, indicated that the forum proposed to investigate General Practitioner (GP) Practice and GP led Health Centre Development, Momentum: Pathways to Healthcare (Phase 1), Reaching Families in Need, and Annual Health Check. Councillor Brash commented that with the high workload of the forum it was likely that investigations may extend beyond April next year. In light of this he sought the Coordinating Committee's approval to allow any such investigations to produce an interim report which would allow the investigation to be continued in the new municipal year. Members agreed that this would be an appropriate action for the forum to take.

#### Neighbourhood Services Scrutiny Forum

The Chair, Councillor Stephen Akers-Belcher, indicated that the forum proposed to investigate Condition of the Highways in Hartlepool and Coastal Defences and Shoreline Management in Hartlepool.

#### Regeneration and Planning Services Scrutiny Forum

The Chair, Councillor Shaun Cook, indicated that the forum proposed to investigate Hartlepool Borough Council's Community CCTV Provision, which was already on-going following a referral from Cabinet, and The Marketing of Hartlepool. Members referred to a previous investigation undertaken by the forum in relation to railway approaches and indicated their concerns that very little appeared to have been done by Network Rail. Members agreed that the Chair of the forum should write to Network Rail seeking a meeting, to include all the Scrutiny Chairs, to progress the issue in advance of the Tall Ships event in 2010.

#### **Recommended**

That the investigations subjects as proposed by the five scrutiny forums and as set out above be approved.

### **23. Member Development Programme 2008/09 – Scrutiny Training** *(Scrutiny Manager)*

The Scrutiny Manager reported on the finalised Member Development Programme for 2008/09 that included specific training in the field of Overview and Scrutiny. Submitted as Appendix A to the report was the finalised Member Development Programme for 2008/09, which had recently been endorsed by Councillor Hargreaves, the Deputy Mayor with Portfolio for Performance. Councillor Hargreaves commented that the new more detailed programme had been produced in response to the concerns expressed by members in the past. Members welcomed the new programme though did request that the times and venues of the individual training events be circulated to allow members to choose those they wished to attend. The Chairs of the scrutiny forums also agreed to a proposal from the Chair of the Committee that additional media training be arranged for

chairs and vice-chairs and any other member that wished to attend.

**Recommended**

That the finalised Member Development Programme for 2008/09 be noted and supported and that further media training sessions should be held for Chairs and Vice Chairs of the Overview and Scrutiny Committees and any other members that wished to attend.

**24. Call-In Requests**

None.

meeting concluded at 4.20pm.

CHAIR

# **SCRUTINY CO-ORDINATING COMMITTEE**

## **MINUTES**

18 July 2008

The meeting commenced at 2.00pm at the Civic Centre, Hartlepool

### **Present:**

Councillor: Marjorie James (In the Chair)

Councillors: Reuben Atkinson, Jonathan Brash, Shaun Cook, Marjorie James, Frances London, Ann Marshall, Arthur Preece, Carl Richardson, Jane Shaw and Chris Simmons.

In accordance with Council Procedure Rule 4.2 (ii), Councillor Sheila Griffin attended as a substitute for Councillor Rob Cook

Resident Representatives:  
Micheal Ward

Officers: Paul Walker, Chief Executive  
Charlotte Burnham, Scrutiny Manager  
Angela Hunter, Principal Democratic Services Officer

### **25. Apologies for Absence**

Apologies for absence were received from Councillors Stephen Akers-Belcher, Rob Cook, Stan Kaiser, Edna Wright and David Young and resident representatives Christopher Akers-Belcher, Iris Ryder and Sally Vokes.

### **26. Declarations of interest by Members**

None.

### **27. Minutes of the meetings held on 4 July 2008.**

The minutes were deferred to the next meeting.

### **28. Responses from the Council, the Executive or Committees of the Council to Reports of the Scrutiny Co-ordinating Committee**

None.

**29. Consideration of request for scrutiny reviews from Council, Executive Members and Non Executive Members**

None.

**30. Forward Plan**

None.

**31. Consideration of progress reports/budget and policy framework documents**

None.

**32. Consideration of financial monitoring/corporate reports**

None.

**33. Departmental Structures and Efficiencies Referral**  
(Scrutiny Manager/Chief Executive))

The Chief Executive presented a report which outlined the issues recently considered by Cabinet, entitled 'Departmental Structures and Efficiencies'. The views of Scrutiny were sought and would be formally reported back to Cabinet on 29 September 2008. The timetable for Scrutiny's involvement in the referral was attached at Appendix B. The report outlined the Government's new agenda for local government; the impact this would have on the overall departmental structure of the Council, the means by which the required efficiency savings could be achieved and the outline timescales for further consideration of departmental structures over the next 2 years.

The financial position of the Council was outlined and included that efficiency savings of £2.46m for 2009/2010 and £2.59m for 2010/2011 must be achieved with an indicative council tax increase of 4.9% for the next 3 years suggested. A matrix diagram of the current structure of the Management Team was provided for Members along with a diagram of the proposed structure which included a Chief Executive and Executive Directors for Place, Resources and People. Members were asked to note that a number of authorities around the country already operate a similar structure to this proposed structure, including Newcastle and Stockton. The efficiency savings to be realised from the proposed restructure were outlined within the presentation and amounted to a minimum saving of £155,000 over a 3 year period. However, Members were asked to note that it was probable that this saving would be around £255,000 with annual savings of £170,000 per annum for each subsequent year. It was estimated that for the five years

from 2009/2010, probable savings would be in the region of £600,000.

The Chief Executive acknowledged that the restructure would involve a number of risks, but giving the risks due consideration as part of an overall change programme provided an effective means for their management. It was therefore proposed that a review of the organisational structure be undertaken in 3 years time – 2011/2012.

The issues in relation to the recruitment to the Chief Executive and proposed new Executive Director posts were detailed within the report submitted to Cabinet and it was recommended that a national organisation with a degree of specialist knowledge be approached to undertake a job evaluation exercise for the Chief Executive, the proposed new Executive Director roles and a review of the role of Elected Mayor.

It was noted that the current review of departmental structures being undertaken by KPMG did not include a review of the Management Team. This detailed review was examining the departmental hierarchies and the possibility of merging teams to produce a more efficient and effective way of working.

A discussion ensued which included the following issues:

- (i) There may be serious financial implications if, when reviewed in 3 years time, the structure should revert back to the current structure. The Chief Executive responded that this type of structure was already operational in a number of local authorities and worked well.
- (ii) Would the new structure include a Director of Children's Services as this was a statutory responsibility? The Chief Executive indicated that the local authority had statutory responsibility for both Adults' and Children's Services and these responsibilities would be included within the responsibilities of the Executive Director of People position.
- (iii) There was some concern among Members in relation to the Government's new agenda for local government and the shift of accountability. The Chief Executive informed Members that the White Paper on Communities was currently open to consultation and Members were welcome to respond. A Member suggested that the Chair of Scrutiny, relevant Portfolio Holder or Mayor should discuss the issues facing their areas of responsibility and feedback to a special meeting of Council, with issues faced by the Police Authority being forwarded to the Council's representatives on the Police Authority. It was also suggested that the consultation document be forwarded to all Members for their consideration.
- (iv) Clarification was sought on the membership of the Business Transformation Programme Board which was set up to oversee the work of KPMG. The Chief Executive informed Members that the Programme Board comprised the Chief Executive, Director of Adult and Community Services, Chair of Scrutiny Co-ordinating Committee, one other member of Scrutiny as well the Cabinet Members and a Trade Union representative.

- (v) There was concern expressed by Members as this proposed restructure appeared to include a restructure of the Children's Services Department which it had recently undergone significant management changes and had not had time to undergo a full evaluation since the changes were implemented. The Chief Executive responded that this proposed restructure was examining the Management Team of the Council and that the work being undertaken by KPMG was examining the departmental structures in detail, although the reviews were not mutually exclusive. Members were asked to further note that local authorities were constantly under pressure to work more effectively and efficiently and this ultimately led to continuous improvement and change.
- (vi) Members were of the view that the estimated savings did not appear to justify such significant changes to the management structure of departments across the Council and were concerned that it might result in reduced service provision for example in relation to safeguarding. The Chief Executive reassured Members that the level of service provision in relation to safeguarding would remain same however the departments were restructured.
- (vii) Reference was made to the sub-regional level and the partnership working with other local authorities in the Tees Valley region, would this provide better opportunities to secure funding? The Chief Executive confirmed that Hartlepool Council was well respected both regionally and nationally and had secured a significant amount of funding from English Partnerships through the Government's pathfinders scheme. However, Government agencies for example, the Regional Development Agency and the Homes and Commissioning Agency would only enter into funding arrangements with a collective group of authorities, it was therefore imperative that Hartlepool Council was represented to ensure funding was received.
- (viii) Clarification was sought on the recruitment issues involved with the proposed restructure. The Chief Executive indicated that the Executive Directors posts would need to be advertised both internally and nationally to ensure the right calibre of applicants. It was added that although this position was similar for Assistant Director level, the Council had been operating a Leadership and Management Development Programme for its current employees with a view to enabling succession planning and workforce development.
- (ix) A Member raised concern about Executive Directors being more involved with strategic issues resulting in more operational issues being dealt with by the team at Assistant Director level. The Chief Executive informed Members that the current structure did not include Operational Directors but that the current Directors and Assistant Directors worked very hard prioritising their work between operational matters and the strategic direction of their department.
- (x) Were the current Directors involved in regional and sub-regional levels? The Chief Executive indicated that all current Directors were involved regionally and sub-regionally through various Groups and Boards, including Tees Valley Unlimited. It was noted that it had become the 'Hartlepool Way' to become more involved but the

proposed structure and the work currently being undertaken by KPMG examined how the Council can work smarter.

- (xi) A Member questioned whether the proposed structure would impact on the structure of the Scrutiny Forums. The Chair indicated that the current structure of Scrutiny mirrored the departmental responsibilities and the Chief Executive added that the structure of scrutiny could be changed if it was felt appropriate.
- (xii) In view of the risks involved, clarification was sought on whether this restructure was worth it? The Chief Executive explained that the Council had to save £10m per year until 2010 and that the whole authority should be examined to enable this to be achieved. It was acknowledged that the joint meetings of the Scrutiny Forums to be held over the coming weeks would examine the departmental detail.
- (xiii) What was expected to be achieved of the review of the role of the Elected Mayor? The Chief Executive indicated that the role of Elected Mayor would be reviewed in light of the increased involvement in regional and sub regional issues. However, in response to a question, Members were asked to note that the remuneration of the Elected Mayor did not form part of this review. Clarification was sought on whether this was an alternative way of working rather than an additional responsibilities? The Chief Executive confirmed that the Elected Mayor's role and responsibilities currently only related to Hartlepool issues not regional. However this would change with the Mayor's involvement various regional strategies / funding proposals.
- (xiv) Members were concerned that any review of the Elected Mayor's role should include a review of the Deputy Mayor. The Chief Executive indicated that the role of Deputy Mayor was not a statutory appointment and therefore not part of this current review, however the Elected Mayor's role was defined by law. Despite this, the Chief Executive informed Members that a full review of all Members' roles could be undertaken if that was felt necessary.
- (xv) A Member questioned if the proposed restructure included a review of the Chief Executive's role as well as the Chief Executive's department? The Chief Executive informed Members that the role of Chief Executive was last reviewed 5 years ago and should re-evaluated in view of the increasing regional/sub-regional responsibilities undertaken.
- (xvi) Members suggested that the Chief Executive, the relevant Directors, Chief Solicitor, Chief Personnel Officer and Chief Financial Officer should attend the remaining scrutiny meetings arranged for 30 and 31 July 2008 and 5 September 2008 to discuss the departmental implications of the proposed restructure. However, after much discussion, it was agreed that arrangements be made for the Mayor or Deputy Mayor (in the Mayor's absence), Chief Financial Officer, Chief Personnel Officer and Chief Solicitor to be invited to the next Scrutiny Co-ordinating Committee on 5 September 2008 and the joint meetings on 30 and 31 July 2008 where the implications of the proposed restructure would be further considered. In the event of the Chief Officers being unable to attend, it was suggested that an appropriate deputy be in attendance if at all possible.
- (xvii) Clarification was sought on the detailed information Members wished

the officers to provide at these meetings. The Chair indicated that such officers should be attendance for any points of clarification required with regard to financial, HR and legal issues. The Chief Executive reminded Members that any implications in relation to terms and conditions and possible redundancies of individual officers would be discussed as part of a confidential report which would be submitted to the General Purposes Committee.

### Recommendation

- (i) That the report of the Chief Executive entitled 'Departmental Structures and Efficiencies' as appended to the Scrutiny Manager's covering report be noted.
- (ii) That invitations be extended to the Chief Personnel Officer, Chief Financial Officer, Chief Solicitor together with the Elected Mayor to attend future scrutiny meetings in relation to the Departmental Structures and Efficiencies Referral as follows:

30.07.08	Joint meeting of Adult and Community Services and Children's Services Scrutiny Forums
31.07.08	Joint meeting of Neighbourhood Services/Regeneration and Planning Services Scrutiny Forum
05.09.08	Scrutiny Co-ordinating Committee

- (iii) That the Government's White Paper entitled 'Communities in Control – Real People, Real Power', that is currently out to formal consultation be circulated to all Members for their information.

## 34. Call-In Requests

None.

The meeting concluded at 4.15pm

CHAIR



## SCRUTINY CO-ORDINATING COMMITTEE

8 August 2008



**Report of:** Scrutiny Manager

**Subject:** THE EXECUTIVE'S FORWARD PLAN

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### 1. PURPOSE OF REPORT

- 1.1 To provide the opportunity for the Scrutiny Co-ordinating Committee (SCC) to consider whether any item within the attached Executive's Forward Plan should be considered by this Committee or referred to a particular Scrutiny Forum.

### 2. BACKGROUND INFORMATION

- 2.1 As you are aware, the SCC has delegated powers to manage the work of Scrutiny, as it thinks fit, and if appropriate can exercise or delegate to individual Scrutiny Forums.
- 2.2 One of the main duties of the SCC is to hold the Executive to account by considering the forthcoming decisions of the Executive and to decide whether value can be added to the decision by the Scrutiny process in advance of the decision being made.
- 2.3 This would not negate Non-Executive Members ability to call-in a decision after it has been made.
- 2.4 As such, the most recent copy of the Executive's Forward Plan is attached as **Appendix 1** for the SCC's information.

### 3. RECOMMENDATION

- 3.1 It is recommended that the Scrutiny Co-ordinating Committee considers the content of the Executive's Forward Plan.

**Contact Officer: -** Charlotte Burnham – Scrutiny Manager  
Chief Executive's Department - Corporate Strategy  
Hartlepool Borough Council  
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## **BACKGROUND PAPERS**

No background papers were used in the preparation of this report.



**HARTLEPOOL**  
**BOROUGH COUNCIL**

**FORWARD PLAN**

**AUGUST - NOVEMBER 2008**

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## 1. **INTRODUCTION**

- 1.1 The law requires the executive of the local authority to publish in advance, a programme of its work in the coming four months including information about key decisions that it expects to make. It is updated monthly.
- 1.2 The executive means the Mayor and those Councillors the Mayor has appointed to the Cabinet.
- 1.3 Key decisions are those which significantly modify the agreed annual budget of the Council or its main framework of policies, those which initiate new spending proposals in excess of £100,000 and those which can be judged to have a significant impact on communities within the town. A full definition is contained in Article 13 of the Council's Constitution.
- 1.4 Key decisions may be made by the Mayor, the Cabinet as a whole, individual Cabinet members or nominated officers. The approach to decision making is set out in the scheme of delegation which is agreed by the Mayor and set out in full in Part 3 of the Council's Constitution.

## 2. **FORMAT OF THE FORWARD PLAN**

- 2.1 The plan is arranged in sections according to the Department of the Council which has the responsibility for advising the executive on the relevant topic:

Part 1	Chief Executive's Department	CE
Part 2	Adult & Community Services Department	ACS
Part 3	Children's Services Department	CS
Part 4	Neighbourhood Services Department	NS
Part 5	Regeneration and Planning Department	RP

- 2.2 Each section includes information on the development of the main policy framework and the budget of the Council where any of this work is expected to be undertaken during the period in question.
- 2.3 It sets out in as much detail as is known at the time of its preparation, the programme of key decisions. This includes information about the nature of the decision, who will make the decisions, who will be consulted and by what means and the way in which any interested party can make representations to the decision-maker.

## 3. **DECISIONS MADE IN PRIVATE**

- 3.1 Most key decisions will be made in public at a specified date and time.
- 3.2 A small number of key decisions, for reasons of commercial or personal confidentiality, will be made in private and the public will be excluded from any sessions while such decisions are made. Notice will still be given about the intention

3.3 to make such decisions, but wherever possible the Forward Plan will show that the decision will be made in private session.

3.4 Some sessions will include decisions made in public and decisions made in private. In such cases the public decisions will be made at the beginning of the meeting to minimise inconvenience to members of the public and the press.

#### **4. URGENT DECISIONS**

4.1 Although every effort will be made to include all key decisions in the Forward Programme, it is inevitable for a range of reasons that some decisions will need to be taken at short notice so as to prevent their inclusion in the Forward Plan. In such cases a minimum of 5 days public notice will be given before the decision is taken.

4.2 In rare cases it may be necessary to take a key decision without being able to give 5 days notice. The Executive is only able to do this with the agreement of the Chair of the Scrutiny Co-ordinating Committee or the Chairman or Vice-Chairman of the local authority. (Scrutiny committees have the role of overseeing the work of the Executive.)

#### **5. PUBLICATION AND IMPLEMENTATION OF EXECUTIVE DECISIONS**

5.1 All decisions which have been notified in the Forward Plan and any other key decisions made by the Executive, will be recorded and published as soon as reasonably practicable after the decision is taken.

5.2 The Council's constitution provides that key decisions will not be implemented until a period of 3 days has elapsed after the decision has been published. This allows for the exceptional cases when a scrutiny committee may 'call in' a decision of the Executive to consider whether it should be reviewed before it is implemented. 'Call in' may arise exceptionally when a Scrutiny Committee believes that the Executive has failed to make a decision in accordance with the principles set out in the Council's constitution (Article 13); or that the decision falls outside the Council's Policy Framework; or is not wholly in accordance within the Council's budget.

#### **6. DETAILS OF DECISION MAKERS**

6.1 Names and titles of those people who make key decisions either individually or collectively will be set out in Appendix 1 once they are determined.

#### **7. TIMETABLE OF KEY DECISIONS**

7.1 The timetable as expected at the time of preparation of the forward plan is set out in Appendix 2. Confirmation of the timing in respect of individual decisions can be obtained from the relevant contact officer closer to the time of the relevant meeting. Agenda papers are available for inspection at the Civic Centre 5 days before the relevant meeting.

## **PART ONE – CHIEF EXECUTIVE’S DEPARTMENT**

### **A. BUDGET AND POLICY FRAMEWORK**

#### **CORPORATE PLAN 2008/09 - 2010/11**

The production of the Corporate Plan by 30 June each year is a national legal requirement. The purpose of the Plan is to describe the Council's priorities for improvement, including how weaknesses will be addressed, opportunities exploited and better outcomes delivered for local people. It will include targets for future performance.

Preparation of the Corporate Plan will commence in December 2007. Scrutiny committees and forums and Cabinet will consider the plan at meetings between January and May 2008. Final approval of the Plan will be by Council. Following Scrutiny Coordinating Committee on 30 May 2008 additional consideration by Scrutiny Coordinating Committee (4 July) and Cabinet (21 July) have been scheduled with final approval by Council on 31 July 2008.

The timetable is:

7 January 2008	Report to Cabinet of key objectives for future years
18 January 2008	Scrutiny Coordinating Committee considers key objectives
18 February 2008	Report to Cabinet seeking agreement on draft Action Plan to deliver key objectives
22 February 2008	Regeneration and Planning Services Scrutiny Forum considers relevant parts of draft Action Plan
25 February 2008	Children's Services Scrutiny Forum considers relevant parts of draft Action Plan
27 February 2008	Neighbourhood Services Scrutiny Forum considers relevant parts of draft Action Plan
4 March 2008	Adult and Community Services and Health Scrutiny Forum considers relevant parts of draft Action Plan
14 March 2008	Scrutiny Coordinating Committee considers Organisational Development objectives and actions and feedback from four Scrutiny Forums
28 April 2008	Report to Cabinet with final draft of Action Plan
27 May 2008	Report to Cabinet seeking agreement of Corporate Plan with 2007/8 performance outturns and future targets
30 May 2008	Scrutiny Coordinating Committee considers final draft of Corporate Plan with 2007/8 performance outturns and future targets
4 July 2008	Report to Scrutiny Coordinating Committee providing further information on outturns and targets
21 July 2008	Report to Cabinet seeking agreement of Corporate Plan.
31 July 2008	Council considers Corporate Plan

## **B. SCHEDULE OF KEY DECISIONS**

### **DECISION REFERENCE: CE26/08 – RESTRUCTURING OF THE LEGAL SERVICES DIVISION**

#### **Nature of the decision**

To approve a revised establishment for the legal services division within the authority.

#### **Who will make the decision?**

The decision will be made by the Finance Portfolio Holder. If any additional funding is required this will be reported to Council for approval.

#### **Timing of the decision**

The decision is expected to be made at Cabinet on 4 August 2008.

#### **Who will be consulted and how?**

The Finance Portfolio Holder will be consulted.

#### **Information to be considered by the decision makers**

Members will be provided with the following information:

- The Council has maintained a Legal Services Division since its inception through Local Government reorganisation in the early 1970s. The complexion of the Council and the Legal Services Division, changed following the Council becoming an all purpose unitary authority in 1996, with notable additional functionality relating to the provision of Social Services and Education. The Council has embraced successfully, the Government's modernisation agenda and has continued to explore creative and innovative ways in which it can deliver its services for the benefit of its community.
- The Council's Legal Services performs an integral role as a key support service for both Officers and Members of the authority. It should also be noted the pivotal role of a Council's Legal Services, not least in respect of the corporate governance arrangements operating within an authority. It is now deemed appropriate, timely and necessary for the structure of the Legal Services Division to be re-examined in the light of both legislative and organisational changes, not least in the Way Forward programme, adopted by the Council as it prepares to meet the challenges within the Local Government environment, in the years ahead.

#### **How to make representation**

Representations should be made to Paul Walker, Chief Executive, Level 3, Civic Centre, Victoria Road, Hartlepool, TS24 8AY. Telephone 01429 523001 e-mail: paul.walker@hartlepool.gov.uk

#### **Further information**

Further information can be obtained from Paul Walker, as above.



## **DECISION REFERENCE: CE27/08 – COUNCIL MORTGAGES**

### **Nature of the decision**

To approve the establishment of a Council Mortgage scheme with the aim of reducing the effects of the “credit crunch” in the town and supporting the Council’s Housing Market Renewal Strategy.

### **Who will make the decision?**

The decision will be made by the Cabinet and Council as additional Prudential Borrowing will be needed to finance mortgage advances.

### **Timing of the decision**

The decision is expected to be made at Cabinet on 4 August 2008 and Council 18 September 2008.

### **Who will be consulted and how?**

Cabinet will be consulted.

### **Information to be considered by the decision makers**

Members will be provided with a comprehensive report which will include the following information:

- Background – which will cover the historic context of the Council’s previous mortgage scheme and the regulations covering the determine of the interest rate for new mortgages;
- An overview of current market conditions and the impact this is having on the availability of mortgages;
- The legal powers which permit local authorities to provide mortgages;
- Reason why the Council should intervene in the local mortgage market and proposals for limiting the annual value of mortgages granted and the criteria for approving individual mortgage applications;
- Financial risk to the Council and arrangements for managing this risk;
- Strategic Issues covering the amount of mortgage funding to be provided on an annual basis, with a suggested limit of £5m over a three year period and limits on the size and length of individual mortgages;
- Recovery of arrears – despite robust credit checks and the requirement that advances between 75% and 90% of a properties value will require a mortgage indemnity guarantee the Council will inevitably become involved in recovering mortgages debts and this may ultimately result in a repossession order.

### **How to make representation**

Representations should be made to Paul Walker, Chief Executive, Level 3, Civic Centre, Victoria Road, Hartlepool, TS24 8AY. Telephone 01429 523001 e-mail: paul.walker@hartlepool.gov.uk

### **Further information**

Further information can be obtained from Paul Walker, as above.

## **DECISION REFERENCE: CE28/08 – NEW HR/PAYROLL SYSTEM**

### **Nature of the decision**

To approve the implementation of new HR/Payroll system.

### **Who will make the decision?**

The decision will be made by the Cabinet. If any additional funding is required this will be reported to Council for approval.

### **Timing of the decision**

The decision is expected to be made at Cabinet on 4 August 2008. If any additional funding is required this will be considered by Council on 18 September 2008.

### **Who will be consulted and how?**

Cabinet will be consulted.

### **Information to be considered by the decision makers**

Members will be provided with a comprehensive report setting out the existing separate IT arrangements for HR and payroll and the reasons for introducing a new HR/payroll system. The current payroll system is now the only application running on the AS400 computer. Therefore, in order to decommission the AS400 and release efficiency savings it is necessary to replace the existing payroll system. At the same time it makes sense to review the existing IT arrangements and requirements for HR and payroll and to implement an integrated solution for these areas. This change will facilitate the implementation of more efficient ways of working. Depending on the solution chosen this option may require up front investment.

### **How to make representation**

Representations should be made to Paul Walker, Chief Executive, Level 3, Civic Centre, Victoria Road, Hartlepool, TS24 8AY. Telephone 01429 523001 e-mail: paul.walker@hartlepool.gov.uk

### **Further information**

Further information can be obtained from Paul Walker, as above.

## **PART TWO – ADULT AND COMMUNITY SERVICES DEPARTMENT**

### **A. BUDGET AND POLICY FRAMEWORK**

**NONE**

### **B. SCHEDULE OF KEY DECISIONS**

**NONE**

## **PART THREE – CHILDREN’S SERVICES DEPARTMENT**

### **A. BUDGET AND POLICY FRAMEWORK**

**NONE**

## **B. SCHEDULE OF KEY DECISIONS**

### **DECISION REFERENCE: ED44/07 STATUTORY NOTICE OUTCOMES FOR JESMOND ROAD PRIMARY SCHOOL**

#### **Nature of the decision**

To consider the outcomes of a statutory proposal to cease to maintain the additional resources facility at Jesmond Road Primary School for Key Stage 1 pupils with learning difficulties.

#### **Who will make the decision?**

The decision will be made by Cabinet.

#### **Timing of the decision**

The decision is likely to be made in August 2008.

#### **Who will be consulted and how?**

Cabinet approved on 12<sup>th</sup> November 2007 that, following BSF Stage 4 special educational needs consultation, a six week standard procedure for statutory proposals should be followed i.e. notices published in the press and notification on public buildings around Jesmond Road Primary School and the gates of the school. This is the final opportunity to express views on the proposals.

All those substantially affected will have the opportunity to comment. These will include:

- the governing body of Jesmond Road Primary School;
- parents of pupils at Jesmond Road Primary School;
- teaching and support staff at Jesmond Road Primary School;
- other schools in Hartlepool;
- Diocesan authorities;
- Primary Care Trust;
- Hartlepool's Member of Parliament;
- neighbouring local authorities.

#### **Information to be considered by the decision-makers**

Representations made in relation to the statutory proposals.

#### **How to make representations**

Representations should be made to Sue Johnson Assistant Director of Children's Services, Level 4, Civic Centre, Hartlepool, TS24 8AY, 01429 523738, e-mail [sue.johnson@hartlepool.gov.uk](mailto:sue.johnson@hartlepool.gov.uk).

#### **Further information**

Further information on this matter can be sought from Sue Johnson who can be contacted as above.

## **DECISION REFERENCE: ED45/08 STAGE 2 CONSULTATION AS PART OF REVIEW OF PRIMARY SCHOOL PROVISION IN PREPARATION FOR PRIMARY CAPITAL PROGRAMME**

### **Nature of the decision**

To consider the outcomes of second stage consultation as part of the review of primary school provision in preparation for the Primary Capital Programme.

### **Who will make the decision?**

The decision will be made by Cabinet.

### **Timing of the decision**

The decision is due to be made in September 2008.

### **Who will be consulted and how?**

Stage Two consultation will take place from 19<sup>th</sup> June 2008 to 31<sup>st</sup> July 2008. The consultation will focus on the following key issues on an area by area basis:

- Standards at age 11, particularly in English and maths;
- Excess spare places;
- The condition and suitability of school buildings;
- Deprivation.

For each area of the town, a number of options will be presented. The prime purpose of the consultation is to explore these options with a view to moving towards proposals in autumn 2008.

All those who have an interest in primary education will be consulted. This will include:

- parents and carers;
- governing bodies and staff at all primary and secondary schools;
- all major partners and stakeholders;
- local communities and their representatives.

### **Information to be considered by the decision-makers**

Cabinet will wish to consider the views of as many people as possible, before bringing forward possible proposals at Stage Three.

### **How to make representations**

Representations should be made to Paul Briggs, Assistant Director of Children's Services, Level 4, Civic Centre, Hartlepool, TS24 8AY, 01429 523733, e-mail [paul.briggs@hartlepool.gov.uk](mailto:paul.briggs@hartlepool.gov.uk).

### **Further information**

Further information on this matter can be sought from Paul Briggs who can be contacted as above.

## **PART FOUR - NEIGHBOURHOOD SERVICES DEPARTMENT**

### **A. BUDGET AND POLICY FRAMEWORK**

**NONE**

## **B. SCHEDULE OF KEY DECISIONS**

### **DECISION REFERENCE: NS112/07 VICTORIA PARK**

#### **Nature of the decision**

To consider proposals for land transactions with Hartlepool United Football Club in connection with Victoria Park.

#### **Who will make the decision?**

The decision will be made by Executive Committee of Cabinet.

#### **Timing of the decision**

The decision is expected to be made in September 2008.

#### **Who will be consulted and how?**

Hartlepool United Football Club  
Local Residents  
Ward Members  
All Council Members

#### **Information to be considered by the decision makers**

The Football club have approached the Council to purchase the freehold of Victoria Park and an area of open space to the north.

The Club have undertaken significant developments at the ground and wish to secure the freehold to assist in their future investment programme. They also intended to develop their Football in the Community Scheme on land to the north of the ground.

The executive sub-committee of Cabinet will need to consider the club's proposals in line with the local environment / community and the Council's vision for the area including the Mill House Leisure Centre and associated facilities. Car parking facilities and overall town centre requirements will also be a consideration.

The potential purchase will also need to be considered against the Council's capital strategy and asset management plan and the financial position.

#### **How to make representation**

Representations should be made to Graham Frankland, Head of Procurement and Property Services, Neighbourhood Services Department, Civic Centre, Victoria Road, Hartlepool. Tel 01429 523211. E Mail [graham.frankland@hartlepool.gov.uk](mailto:graham.frankland@hartlepool.gov.uk)

#### **Further information**

Further information can be obtained from Graham Frankland, as above.



## **PART FIVE - REGENERATION AND PLANNING SERVICES** **DEPARTMENT**

### **A. BUDGET AND POLICY FRAMEWORK**

#### **1. THE PLANS AND STRATEGIES WHICH TOGETHER COMPRISE** **THE DEVELOPMENT PLAN**

The Regional Spatial Strategy (RSS) for the North East is currently under preparation. A Public Examination was held between 7th March and 7th April, 2006 to test the soundness of the draft RSS. The Panel appointed by the Secretary of State to conduct the Examination in Public (EiP) submitted its report in July 2006 and this was published for information only. The report, which can be downloaded from the Government Office website ([www.go-ne.gov.uk](http://www.go-ne.gov.uk)), was reported to Cabinet and the Hartlepool Partnership in October 2006.

The Secretary of State has now considered the Panel recommendations and the representations made on the draft revision RSS, and proposes to make changes to the RSS before finally publishing it. (Report detailing proposed changes available from the GO-NE website – [www.go-ne.gov.uk](http://www.go-ne.gov.uk))

Because of the various recommendations from the Panel, Government has decided to provide a two stage consultation period. The first stage lasted for ten weeks (deadline for responses 6<sup>th</sup> August 2007) covering the majority of the proposed changes. A report summarising the proposed changes was considered by Cabinet and the Hartlepool Partnership in July 2007, and formal responses made subsequently to Government office, in conjunction with the Tees Valley Joint Strategy Unit.

The comments received by the Government during that consultation were taken into account in preparing "Further Proposed Changes" to the draft RSS, which were released in February 2008 for a second period of consultation with a deadline for responses of 2<sup>nd</sup> April, 2008.

A report outlining the further proposed changes and the appropriate Hartlepool response was considered by the Hartlepool Partnership on the 14<sup>th</sup> March, 2008 and by Cabinet at its meeting on 31<sup>st</sup> March, 2008. This covered RSS issues such as housing requirements across the Tees Valley sub-region, housing distribution between the 5 local authority areas, employment land allocations including Victoria Harbour and Wynyard, and the extent to which regeneration areas within Hartlepool such as Seaton Carew are adequately reflected within the Tees Valley City Region policy in the RSS (policy 7).

The Government will now give consideration to all representations received before deciding on and publishing the final version of the RSS, which is now not anticipated to be adopted until Summer 2008.

The Hartlepool Local Plan review has now been completed, the new plan being adopted by Council on the 13<sup>th</sup> April 2006.

With the enactment of the Planning and Compulsory Purchase Act, a new development plan system has come into force. There are still two tiers of development plan, but in due course the Regional Spatial Strategy will replace the structure plan and development plan documents contained within a local development framework which will replace the local plan. However, the new local plan will be saved for a period of at least three years after adoption. Discussions will take place with Government Office in the period up to Spring 2009 with a report to Cabinet expected in late 2008 regarding saved local plan policies

The Tees Valley Structure Plan was 'saved' for a period of three years to September 2007 and the Secretary of State has agreed to save a number of its key policies after September 2007 pending the adoption of the Regional Spatial Strategy. These were as agreed by Cabinet and Council in April 2007.

The Local Development Framework will comprise a 'portfolio' of local development documents which will provide the framework for delivering the spatial planning strategy for the borough. Local development documents will comprise:

- a) Development plan documents – (DPDs) – these are part of the development plan and must include
  - o A core strategy setting out the long term spatial vision for the area and the strategic policies and proposals to deliver the vision
  - o DPDs on Site specific allocations and policies
  - o Generic development control policies relating to the vision and strategy set out in the core strategy, and
  - o Proposals Map
- b) Supplementary planning documents

In addition, the Local Development Framework will include Minerals and Waste Development Plan Documents. Cabinet on the 12<sup>th</sup> April 2006 endorsed the principle of the Tees Valley Joint Strategy Committee taking responsibility for the initial preparation of Joint Minerals and Waste Development Plan Documents on behalf of the Borough Council and the other four Tees Valley authorities. In April 2007 Cabinet was asked to endorse 'The Key Issues and Alternative Options Report' and accompanying Sustainability Appraisal Scoping Report for public consultation between 21<sup>st</sup> May and 30<sup>th</sup> June. Work is has now been completed on developing preferred options and these were put to Cabinet in January 2008 for public consultation between February and April 2008. Cabinet will be asked to agree the formal submission document in December 2008.

Work has started on two supplementary planning documents (SPD's) as follows:

- i) Transport Assessments and Travel Plans SPD – Cabinet approved the draft for consultation purposes in August 2007. The consultation period was for 6 weeks between 31<sup>st</sup> August and 12<sup>th</sup> October. A report was presented to Cabinet in January 2008 on the outcome of this consultation and amendments suggested as appropriate. Approval of Cabinet and Council to the adoption of the SPD will be sought in Summer 2008.
- ii) Planning Obligations SPD – A draft of this SPD will be presented to Cabinet for approval for public consultation purposes in Summer 2008.

Initial preparatory work has also started on The Core Strategy DPD, and various studies including the Local Housing Assessment and the Open Space and Sports Facilities Audit which will provide the evidence base for developing the issues and options for the Core Strategy are currently being undertaken. Regular reports will be made to Cabinet on progress on the Core Strategy. An Issues and Options Discussions paper was published for public consultation purposes at the end of October 2007. Preferred Options (to be known as a draft publication document) may be presented to Cabinet in early 2009 for approval for formal consultation.

In addition, work has started on the preparation of a DPD on Affordable Housing. Cabinet approved an Issues & Options Paper for public consultation purposes in March 2008. The issues and options paper is subject to consultation until June 2008. Following this consultation, work will begin on the preparation of preferred options. Preferred Options may be presented to Cabinet in late Summer 2008.

The other documents within the local development framework which must be prepared but which do not form part of the development plan are:

- a) Statement of Community Involvement (SCI) setting out how and when the Council will consult on planning policies and planning applications;
  - b) Local Development Scheme (LDS) setting out a rolling programme for the preparation of local development documents, and
  - c) Annual Monitoring Report (AMR) assessing the implementation of the Local Development Scheme and the extent to which current planning policies are being implemented.
- a) The Statement of Community Involvement was adopted by the Council on the 26<sup>th</sup> October, 2006.
  - b) The first Local Development Scheme (LDS) as approved by Cabinet came into effect on 15<sup>th</sup> April 2005. The Scheme has been updated annually and the most recent scheme came into effect in June 2008 and included proposed timetables for the preparation of an Affordable Housing DPD and an SPD for Victoria Harbour.

The Local Development Scheme will continue to be updated annually as necessary to take into account completion of documents, the need to revise timetables and the need to include new documents. An update was agreed by Cabinet in February needs substantial revision to take account of new Town and County Planning Regulations which came into effect in September 2008. The revised Local Development Scheme will be reported to Cabinet Summer 2008 for approval.

- c) Three Annual Monitoring Reports have been produced to date for the periods 2004/5 to 2006/7. The next AMR covering 2007/08 will be presented to Cabinet during November/December 2008.

## **2. THE COMMUNITY STRATEGY**

### **Background**

Part 1 of the Local Government Act 2000 places on principal Local Authorities a duty to prepare Community Strategies for promoting or improving the economic, social and environmental well-being of their areas, and contributing to the achievement of sustainable development in the UK.

In October 2006, the Local Government White Paper, *Strong and prosperous communities* was published. Chapter 5 sets out a framework for effective and coordinated local service delivery including:

- A duty on the local authority to prepare the Community Strategy in consultation with others as set out in section 4 of the Local Government Act 2000; and
- That the Community Strategy and other local and regional plans to be drawn up with regard to each other.

The role of the Community Strategy is established as setting out the strategic vision for a place. It is to provide a vehicle for considering and deciding how to address difficult cross-cutting issues such as the economic future of an area, social exclusion and climate change. Building these issues into the community's vision in an integrated way is established as being at the heart of creating sustainable development at the local level.

The Local Government and Public Involvement in Health Act 2007 introduced a range of devolutionary and deregulatory measures to:

- give local people more influence over the services and decisions that affect their communities;
- provide effective and accountable strategic leadership;
- operate in a performance framework – for local authorities working alone or in partnership – which supports citizen empowerment and secures better outcomes for all; and
- lead local partnerships to provide better services for citizens.

These core objectives emanate from the Local Government White Paper (Strong and Prosperous Communities) on which the majority of the legislative measures in the Bill are based. Clause 89 of the Bill amends section 4 of the Local Government Act 2000 by requiring local authorities to consult and seek the participation of partner authorities in the development and subsequent modification of the Community Strategy.

## **Community Strategy Review**

The Hartlepool Partnership, the town's Local Strategic Partnership, and the Council agreed a draft Community Strategy in April 2001 and adopted a final version in April 2002. Hartlepool's Community Strategy set out a timetable for review in five years. In line with this agreement, the Community Strategy Review 2006 was launched on 5th May 2006

A timetable for review was established with the identification of key stages of work leading to the adoption of a new strategy. The first stage, pre-consultation was launched on 5th May and concluded in July 2006. The second phase, consultation on the first draft, ran from September to 17th November 2006. A series of strategy appraisals were undertaken on the second draft during 2007, the most detailed being a Sustainability Appraisal.

Consultation on the 3rd draft ran for 10 weeks, closing on 14<sup>th</sup> April 2008. A number of responses were received from statutory agencies and individuals. Further details of the comments received and the policy response are set out in a report that is available on the Hartlepool Partnership Website by following the Community Strategy link.

Key revisions, in response to the comments received, include:

- the addition of an Executive Summary;
- a "wider determinants" section for each of the Strategy's eight aims, highlighting the cross cutting and broader impact of that aim on other areas of the Strategy;
- revision of the Community Safety objectives to reflect an increased emphasis on reducing offending;
- strengthened references to sites of nature conservation, climate change and sustainable development;
- minor amendments to outcomes reflecting the negotiation of the new Local Area Agreement;
- re-ordering of the vision to improve readability.

## **Neighbourhood Renewal Strategy Review**

Neighbourhood Renewal aims to reduce inequalities in the most disadvantaged communities and to help tackle social and economic exclusion by lowering worklessness and crime and improving health, skills, housing and the physical environment. The approach adopted within Hartlepool was set out previously in a separately published 2002 Neighbourhood Renewal Strategy.

The 2008 Community Strategy incorporates Neighbourhood Renewal as an integrated, cross-cutting element of the Community Strategy and therefore a separate Strategy is no longer needed. For each Community Strategy aim Neighbourhood Renewal Key Issues and Objectives are identified. A separate section on implementing Neighbourhood Renewal is also set out.

## **Delivering the Community Strategy – the role of the Local Area Agreement**

Hartlepool's Community Strategy will be delivered through the Local Area Agreement (LAA). The LAA is a three year agreement based on the Community Strategy that sets out the priorities for a local area agreed between Central Government (represented by the regional Government Office) and a local area (represented by the Local Authority and other key partners through the Local Strategic Partnership).

At its meeting on 29<sup>th</sup> May, Council adopted the Local Area Agreement for 2008-2011. This included a set of Improvement Targets, statutory education and early years targets and Local Priority Targets.

Hartlepool Borough Council's contribution to the delivery of the Local Area Agreement is set out in the Corporate Plan, supported by Departmental and Section Plans.

### **Timetable for Decision Making**

The final draft of the Community Strategy was agreed by the Hartlepool Strategy will be considered for adoption by Council on 31<sup>st</sup> July.

### **Further information:**

Joanne Smithson  
Head of Community Strategy

Regeneration and Planning Services Department  
Bryan Hanson House  
Hanson Square  
Hartlepool  
TS24 7BT

Tel. 284147  
e-mail [joanne.smithson@hartlepool.gov.uk](mailto:joanne.smithson@hartlepool.gov.uk)

## **3. LOCAL AGENDA 21 STRATEGY**

The Sustainable Communities Act 2007 seeks to promote the sustainability of local communities by encouraging the improvement of the economic, social or environmental well-being of an area. The Act further amends Section 4 of the Local Government Act 2000 requiring authorities to prepare a "Sustainable" Community Strategy.

Hartlepool Borough Council agreed its Local Sustainable Development Strategy (Local Agenda 21 Strategy) in January 2001. The Strategy aimed to:

"achieve improvements in the quality of our lives without causing irreversible damage to the environment or preventing our children from being able to enjoy the benefits we have today".

The Local Government White Paper, Strong and Prosperous Communities, was published in October 2006, emphasises that the Community Strategy should contribute to sustainable development in the United Kingdom.

In response to this national policy change, a Sustainable Development Appraisal of the draft Community Strategy has been carried out to highlight practical ways to enhance the positive aspects of the Strategy and to remove or minimise any negative impacts.

As a result, the Community Strategy now strongly sets out its contribution to Sustainable Development and a separate Sustainable Development Strategy is no longer required. **It is therefore proposed to remove the Local Agenda 21 Strategy from the Council's Budget and Policy Framework**, and to revise the entry relating to the Community Strategy to read Sustainable Community Strategy. This work will be taken forward by Constitution Working Group.

Locally, although there is strong support for the principles behind the name change from Community Strategy to Sustainable Community Strategy, discussions with residents and partners has highlighted concerns relating to the communicability / understanding of the new term. It is therefore proposed to continue to refer locally to the Strategy as the Community Strategy.

#### **Further information:**

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#### **4. THE ANNUAL YOUTH JUSTICE PLAN**

The Youth Offending Service is required to submit its annual Youth Justice Plan 2008/09 to the Youth Justice Board by mid-July 2008. Guidance on the new requirements for the capability and capacity self-assessment, has now been issued and this self-assessment will form the basis for the annual Youth Justice Plan 2008/09. An initial report on performance in 2007/08 and issues to consider for 2008/09 based on the self-assessment was considered by Cabinet on 9<sup>th</sup> June 2008. Consultation with partners and stakeholders will be carried out, in addition to consideration by the Regeneration and Planning Services Scrutiny Forum on 25<sup>th</sup> July 2008. Cabinet will then consider a final draft Youth Justice Plan 2008/09, prior to approval being sought from the Council on 18<sup>th</sup> September 2008, for submission to the Youth Justice Board.

**5. CRIME, DISORDER AND DRUGS STRATEGY 2008-2014**

The Safer Hartlepool Partnership conducted its first annual strategy assessment in November 2007. This provided the evidence to develop the Partnership's crime, disorder and substance misuse strategy for 2008-2011, which was published on 1st April 2008.

The annual priorities within the 2008-2011 Strategy will be reviewed each Autumn, when the Partnership conducts its annual strategic assessment.

In Autumn 2010, the strategic assessment will lead to the development of a Partnership strategy for 2011-2014.



## **B SCHEDULE OF KEY DECISIONS**

### **DECISION REFERENCE: RP125/07 AFFORDABLE HOUSING RESPONSES**

#### **Nature of the decision**

To consider specific responses to the affordable housing need issues evidenced in the Hartlepool Local Housing Assessment 2007.

#### **Who will make the decision?**

The decision will be made by Cabinet

#### **Timing of the decision**

The decision is expected to be made in August 2008.

#### **Who will be consulted and how?**

The issue of affordable housing is being examined in detail by Scrutiny and consultation will be on-going with all relevant partners.

#### **Information to be considered by the decision makers**

The Hartlepool Local Housing Assessment (2007) identifies a considerable need (circa 400 dwellings per year) for additional affordable housing provision and especially social housing provision (80%). A number of local responses are considered to try and tackle to some extent these issues related to for example planning policy. Affordable housing is significantly rising up the national and the regional and sub regional agendas. This report will consider the business case for releasing specific sites for development by housing associations at below market value, that would be the subject of bids to the Housing Corporation.

#### **How to make representation**

Representations can be made in writing to Peter Scott, Director of Regeneration and Planning Services, Regeneration and Planning Services Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Tel. 01429 523401, e-mail. [Peterscott@hartlepool.gov.uk](mailto:Peterscott@hartlepool.gov.uk)

#### **Further information**

Further information can be obtained from Peter Scott as above.

## **DECISION REFERENCE: RP 132/07 FUNDING AGREEMENT FROM ENGLISH PARTNERSHIPS**

### **Nature of the decision**

The Government's Urban Regeneration Agency, English Partnerships, has previously provided funding resources to the Council in the period 2004-6 to support housing market renewal in Dyke House ('North Central Hartlepool').

Site assembly on the first intervention area has now been completed, and housing developer George Wimpey has full planning approval to construct 179 new homes, of a range of sizes and types, all built to high standards of environmental performance, in an area which previously contained a concentration of older terraced dwellings which had suffered acute housing market failure. Construction work is due to begin in the early part of 2008.

A nearby adjacent area to this first site was also identified as a key priority for potential intervention by the original housing study and subsequent community consultations process that informed the development of this work, and this remains the case. English Partnerships have recently approached the authority in respect of the possibility of providing additional resources to support further housing regeneration and redevelopment in this area in 2008, and this decision concerns consideration of the terms of the funding agreement associated with this.

### **Who will make the decision?**

The decision will be made by Cabinet.

### **Timing of the decision**

The decision is expected to be made in August 2008.

### **Who will be consulted and how?**

The development and implementation of the housing market renewal programme in central Hartlepool has been informed by extensive rounds of community consultations and resident engagement in a range of forms. Overall management of the programme of redevelopment in Dyke House is overseen by the North Central Hartlepool Steering Group, which has a Chair and Vice Chair who are both local residents.

### **Information to be considered by the decision makers**

Cabinet will consider the detail within the funding agreement provided by English Partnerships within the broader context of bringing forward a sustainable housing redevelopment project in Dyke House.

## **How to make representation**

Representations can be made in writing to Peter Scott, Director of Regeneration and Planning Services, Regeneration and Planning Services Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Tel. 01429 523401, e-mail. [peter.scott@hartlepool.gov.uk](mailto:peter.scott@hartlepool.gov.uk).

## **Further information**

Further information can be obtained from Nigel Johnson, Principal Housing Regeneration Officer, Regeneration & Planning Services Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Tel: 01429 523324. Email: [nigel.johnson@hartlepool.gov.uk](mailto:nigel.johnson@hartlepool.gov.uk)

## **DECISION REFERENCE: RP137/08 (VICTORIA HARBOUR SUPPLEMENTARY PLANNING DOCUMENT (SPD))**

### **Nature of the decision**

Cabinet will be asked to endorse the draft Victoria Harbour SPD for public consultation.

### **Who will make the decision?**

The decision will be made by Cabinet

### **Timing of the decision**

The decision is expected to be made in August 2008

### **Who will be consulted and how?**

The draft document submitted to Cabinet will take account of earlier consultation with key stakeholders, notably PD Ports and Tees Valley Regeneration. Subject to Cabinet agreement, the document will be published for public consultation in August 2008. The document will be available online on the Council's website and on the planning policy consultation website. Copies of the document will also be available within Bryan Hanson House, the Civic Centre and within the Central Library and all of the branch libraries within Hartlepool. Council Officers will also give presentations on the draft SPD within the Neighbourhood Forum meetings and any other meetings deemed appropriate.

### **Information to be considered by the decision makers**

Cabinet is asked to consider the draft Victoria Harbour SPD. This document will form part of the planning framework for the authority and will guide development within Victoria Harbour. It will help to provide guidance on what can be developed within Victoria Harbour and the timescales for development of individual areas within the site. This document will be broadly in line with the approved masterplan (included within the Outline planning permission which was approved by Planning Committee in February 2006 subject to the completion of a Section 106 agreement) however will not be as prescriptive – this SPD must guide any development that comes forward on this site, whether that be in the form of the approved masterplan or any alternative proposals. The SPD will also include guidance on the design principles that developments on Victoria Harbour should conform with. Cabinet will be asked to approve the document for a 6 week public consultation period scheduled to take place during August and September 2008.

## **How to make representation**

Subject to Cabinet approval, representations can be made on the draft document during the public consultation period within August and September 2008 (exact dates not yet known). Representations can either be made online on the planning policy consultation website or in writing to:

Planning Policy Team  
Bryan Hanson House  
Hanson Square  
Hartlepool  
TS24 7BT

## **Further information**

Further information can be obtained from Matthew King, Principal Planning Officer, Regeneration and Planning Services Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Tel: 01429 284084. E-mail: [matthew.king@hartlepool.gov.uk](mailto:matthew.king@hartlepool.gov.uk)

## **DECISION REFERENCE: RP138/08 HARTLEPOOL COMPACT REVIEW**

### **Nature of the decision**

To agree a revised Compact between the Council and the Hartlepool Voluntary and Community Sector (VCS).

The revised Compact will replace the existing Compact, previously agreed by Cabinet in January 2003, in accordance with one of the key recommendations contained within the Best Value Review of Strengthening Communities, the Strategic Improvement Plan for which was agreed by Cabinet in September 2006.

The Compact will also need to be aligned with the "Regional Compact", which provides a framework for relationships between the Public Sector and Third Sector in the North East; and also emerging proposals for the development of a strategic approach to relations with, and development of, the VCS in Hartlepool, in the light of the Council's recent Corporate Performance Assessment (CPA).

Within this context, it is envisaged that the Compact will extend beyond the Council, to include other public sector agencies and stakeholders within the Hartlepool Partnership, and their relationship with the VCS.

### **Who will make the decision?**

The Compact is to be approved by Cabinet and will need to be prepared and agreed in partnership with the VCS, and the Hartlepool Partnership.

### **Timing of the decision**

A preliminary draft of the revised Compact was approved by Cabinet on 29<sup>th</sup> October 2007 for consultation purposes and was launched at a consultation event held in January 2008. A progress report to Cabinet (17<sup>th</sup> March 2008) set out the main findings and suggested improvements to the Compact arising from the consultation conference, and proposed a revised timetable towards adopting the final Compact in October 2008.

### **Who will be consulted and how?**

The consultation draft of the Hartlepool Compact has actually been drawn up with the support of the Hartlepool Voluntary Development Agency (HVDA). This has been used as the basis for further consultation with a range of key stakeholders from the public and voluntary sectors in accordance with the following proposed timetable -

#### November 07

- Letter to all elected members updating on progress and inviting views on the draft revised Compact.

- Letter to named partners within the Compact requesting meeting/discussions/potential involvement as appropriate.
- Article within HVDA newsletter promoting the revised Compact and the proposed consultation process.
- Discussions with Hartlepool Young Voices

#### December 07

- Report and draft Compact to LSP (Hartlepool Partnership).

#### January 08

- Consultation event about the Compact, particularly for voluntary groups, but also involving elected members, key stakeholders and potential signatories, held on 23<sup>rd</sup> January 2008.

#### February/March 08

- Feedback to conference participants and those unable to attend the consultation event.
- Progress reports to Cabinet and LSP (Hartlepool Partnership).

#### April/May 08

- Publication of conference findings on the web and further on-line consultation (8 weeks period).

#### June/July 08

- Analyse consultation responses.
- Revised 2<sup>nd</sup> draft Compact produced from consultation findings.
- Preliminary discussions with named partners about signing up to the Compact.
- Establish mechanism for VCS to sign up to the Compact.

#### September/October 08

- Formal approval of Compact, publication and preparation of agreed “action plan” with appropriate monitoring mechanisms.

### **Information to be considered by the decision makers**

The revised Compact will represent a Memorandum of Understanding between the Council (and potentially other public sector agencies) and the VCS in Hartlepool concerning working relations and priority commitments. It will be based around a series of Codes providing ground rules for good practice for all parties to strive to achieve, covering areas such as funding, consultation, children and young people, minority and small community groups, representation and volunteering.

## **How to make representation**

Representations can be made in writing to Peter Scott, Director of Regeneration & Planning Services, Regeneration & Planning Services Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Telephone: 01429 523401, Email: [peter.scott@hartlepool.gov.uk](mailto:peter.scott@hartlepool.gov.uk)

## **Further information**

Further information can be obtained from Geoff Thompson, Head of Regeneration, Regeneration & Planning Services Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Telephone: 01429 523597, Email: [geoff.thompson@hartlepool.gov.uk](mailto:geoff.thompson@hartlepool.gov.uk)



## **DECISION REFERENCE: RP139/08 TEES VALLEY METRO PROPOSALS**

### **Nature of the decision**

To consider and endorse the Tees Valley Metro proposals, the costs and benefits of this and the contribution the Council may be prepared to make to the initial phase given the levels of benefits demonstrated and associated risks.

### **Who will make the decision?**

The decision will be made by Cabinet.

### **Timing of the decision**

The decision is expected to be made in August 2008.

### **Who will be consulted and how?**

Hartlepool Partnership.

### **Information to be considered by the decision makers**

Consideration will be given to the outcome of the work so far commissioned by Tees Valley Regeneration on the feasibility of the Tees Valley Metro proposals, the nature of the proposals so far identified, the phasing of the scheme, the costs of the scheme in whole or part, the process of seeking funding approval, the economic, social and environmental benefits of the proposals; and the financial contributions or underwriting of risks requested.

### **How to make representation**

Representations can be made in writing to Peter Scott, Director of Regeneration and Planning Services, Regeneration and Planning Services Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Tel. 01429 523401, e-mail. [peter.scott@hartlepool.gov.uk](mailto:peter.scott@hartlepool.gov.uk).

### **Further information**

Further information can be obtained from Peter Scott as above.

## **APPENDIX 1**

### **DETAILS OF DECISION MAKERS**

#### **THE CABINET**

Many decisions will be taken collectively by the Cabinet.

- The Mayor, Stuart Drummond
- Councillor Pamela Hargreaves
- Councillor Ged Hall
- Councillor Cath Hill
- Councillor Victor Tumilty
- Councillor Robbie Payne
- Councillor Peter Jackson

#### **EXECUTIVE MEMBERS**

Members of the Cabinet have individual decision making powers according to their identified responsibilities.

Regeneration and Liveability Portfolio	-	The Mayor, Stuart Drummond
Performance Portfolio	-	Councillor Pamela Hargreaves, Deputy Mayor
Adult and Public Health Services Portfolio	-	Councillor Ged Hall
Children's Services Portfolio	-	Councillor Cath Hill
Culture, Leisure and Tourism Portfolio	-	Councillor Victor Tumilty
Finance and Efficiency Portfolio	-	Councillor Robbie Payne
Neighbourhoods and Communities Portfolio	-	Councillor Peter Jackson

## **APPENDIX 2**

### **TIMETABLE OF KEY DECISIONS**

Decisions are shown on the timetable at the earliest date at which they may be expected to be made.

#### **1. DECISIONS EXPECTED TO BE MADE IN AUGUST 2008**

##### **1.1 4 AUGUST 2008**

CE26/08 (pg 6)	RESTRUCTURING OF THE LEGAL SERVICES DIVISION	CABINET
CE27/08 (pg 7)	COUNCIL MORTGAGES	CABINET
CE28/08 (pg 8)	NEW HR/PAYROLL SYSTEM	CABINET

##### **1.2 DATE NOT YET DETERMINED**

ED44/07 (pg 11)	STATUTORY NOTICE OUTCOMES FOR JESMOND ROAD PRIMARY SCHOOL	CABINET
RP125/07 (pg 23)	AFFORDABLE HOUSING RESPONSES	CABINET
RP132/07 (pg 24)	FUNDING AGREEMENT FROM ENGLISH PARTNERSHIPS	CABINET
RP137/08 (pg 26)	VICTORIA HARBOUR SUPPLEMENTARY PLANNING DOCUMENT (SPD)	CABINET
RP139/08 (pg 31)	TEES VALLEY METRO PROPOSALS	CABINET

#### **2. DECISIONS EXPECTED TO BE MADE IN SEPTEMBER 2008**

##### **2.1 DATE NOT YET DETERMINED**

NS112/08 (pg 14)	VICTORIA PARK	CABINET
ED45/08 (pg 12)	STAGE 2 CONSULTATION AS PART OF REVIEW OF PRIMARY SCHOOL PROVISION IN PREPARATION FOR PRIMARY CAPITAL PROGRAMME	CABINET
RP138/08 (pg 28)	HARTLEPOOL COMPACT REVIEW	CABINET

#### **3. DECISIONS EXPECTED TO BE MADE IN OCTOBER 2008**

##### **3.1 NONE**

#### **4. DECISIONS EXPECTED TO BE MADE IN NOVEMBER 2008**

##### **4.1 NONE**

## **SCRUTINY CO-ORDINATING COMMITTEE**

8 August 2008



**Report of:** Scrutiny Manager

**Subject:** SCRUTINY INVESTIGATION INTO THE USE OF  
AGENCY WORKERS WITHIN THE COUNCIL –  
DRAFT SCOPING REPORT

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### **1. PURPOSE OF REPORT**

- 1.1 To make proposals to Members of Scrutiny Co-ordinating Committee for their forthcoming investigation into 'The Use of Agency Workers within the Council'.

### **2. BACKGROUND INFORMATION**

- 2.1 At the meeting of Scrutiny Co-ordinating Committee on 20 December 2005 Members requested further information about agency and consultant expenditure. Members were provided with this information at the meeting of Scrutiny Co-ordinating Committee on 20 January 2006.
- 2.2 Following consideration of information provided at the meeting of this Committee on 20 January 2006, Members decided that the use of Agency Workers, to back fill posts that had been left vacant within the Local Authority, was an issue that merited inclusion in the Committee's Work Programme for the following Municipal Year.
- 2.3 However, the investigation into the 'Use of Agency Staff within the Council' has been delayed for the last two years due to a high number of referrals being considered by the Scrutiny Co-ordinating Committee. Consequently, at a meeting of the Scrutiny Co-ordinating Committee held on 4 July 2008, it was unanimously agreed that this issue be investigated as a matter of utmost priority and was subsequently included within the Committee's Work Programme for 2008/09.

### **3. OVERALL AIM OF THE SCRUTINY INVESTIGATION**

- 3.1 To gain an understanding of the use of agency workers within the Council and to make suggestions for improvement, where possible.

### **4. PROPOSED TERMS OF REFERENCE FOR THE SCRUTINY INVESTIGATION**

- 4.1 The following Terms of Reference for the investigation are proposed:-

- (a) To gain an understanding of the purpose of using agency workers;
- (b) To consider the extent and cost of using agency workers across the Authority, how these costs have been funded together with the reasons for using agency workers;
- (c) To explore the Authority's overall corporate approach to the long-term use of agency workers; and
- (d) To identify suggestions for improvement, if possible, for the use of agency workers within the Council.

### **5. POTENTIAL AREAS OF ENQUIRY/SOURCES OF EVIDENCE**

- 5.1 Members of the Committee can request a range of evidential and comparative information throughout the Scrutiny review.

- 5.2 The Committee can invite a variety of people to attend to assist in the forming of a balanced and focused range of recommendations as follows:-

- (a) Deputy Mayor (Portfolio Holder for Performance);
- (b) Chief Personnel Officer;
- (c) Chief Financial Officer; and
- (d) Departmental representatives.

### **6. COMMUNITY ENGAGEMENT/DIVERSITY AND EQUALITY**

- 6.1 Community engagement plays a crucial role in the Scrutiny process and paragraph 5.2 details who the Committee could involve. However, thought will need to be given to the structure in the way that the Committee wishes to encourage those views.

- 6.2 In addition, diversity issues have been considered in the background research for this enquiry under the Equality Standards for Local Government. As such

the views of local diversity groups will be sought throughout the inquiry where felt appropriate and time allows. Consequently, consideration has been given as to how the views of people from minority communities of interest or heritage (for example, people with disabilities, people with learning disabilities, people with mental health problems, black and minority ethnic people, and Lesbian, Gay, Bisexual and Transgender people), which may not be gathered through the usual community engagement routes, can be included over the course of the inquiry.

## **7. REQUEST FOR FUNDING FROM THE DEDICATED OVERVIEW AND SCRUTINY BUDGET**

- 7.1 Consideration has been given, through the background research for this scoping report, to the need to request funding from the dedicated Overview and Scrutiny budget to aid Members in their enquiry. At this stage no additional funding has been identified as being necessary to support Members in their investigation. Members, however, may wish to seek additional funding over the course of the investigation and the blank pro forma attached at **Appendix A** outlines the criteria on which a request to Scrutiny Co-ordinating Committee will be judged.

## **8. PROPOSED TIMETABLE OF THE SCRUTINY INVESTIGATION**

- 8.1 Detailed below is the proposed timetable for the investigation to be undertaken, which may be changed at any stage:-

**8 August 2008** – Consideration of Draft Scoping Report.

**19 September 2008** - 'Setting the Scene' Presentation to be delivered by the Chief Personnel Officer and verbal evidence from the Performance Portfolio Holder (subject to availability)

**24 October 2008 (likely to be re-arranged to 10 October 2008 due to clash with Hartlepool Partnership Meeting)** – To receive evidence in relation to the extent of the use of agency workers across the Authority and on a departmental basis together with costings.

**28 November 2008** – To agree the content of the Draft Final Report before being presented to the Cabinet thereafter.

## **9. RECOMMENDATION**

- 9.1 Members are recommended to agree Scrutiny Co-ordinating Committee's remit of the Scrutiny investigation as outlined in the report.

**Contact Officer: -** Charlotte Burnham – Scrutiny Manager  
Chief Executive's Department - Corporate Strategy  
Hartlepool Borough Council  
Tel: 01429 523 087  
Email: charlotte.burnham@hartlepool.gov.uk

## **BACKGROUND PAPERS**

The following background papers were used in the preparation of this report:-

- (i) Minutes from Scrutiny Co-ordinating Committee from 20 December 2005, 20 January 2006, 30 July 2006, 13 March 2007, 29 June 2007 and 4 July 2008.
- (ii) Report of the Chief Financial Officer entitled *Analysis of Agency and Consultants Expenditure 2005/06*, from Scrutiny Co-ordinating Committee on 20 January 2006.

APPENDIX A

**PRO-FORMA TO REQUEST FUNDING TO SUPPORT  
CURRENT SCRUTINY INVESTIGATION**

<b>Title of the Overview and Scrutiny Committee:</b>
<b>Title of the current scrutiny investigation for which funding is requested:</b>
<b>To clearly identify the purpose for which additional support is required:</b>
<b>To outline indicative costs to be incurred as a result of the additional support:</b>
<b>To outline any associated timescale implications:</b>
<b>To outline the 'added value' that may be achieved by utilising the additional support as part of the undertaking of the Scrutiny Investigation:</b>



**To outline any requirements / processes to be adhered to in accordance with the Council's Financial Procedure Rules / Standing Orders:**

**To outline the possible disadvantages of not utilising the additional support during the undertaking of the Scrutiny Investigation:**

**To outline any possible alternative means of additional support outside of this proposal:**

## SCRUTINY CO-ORDINATING COMMITTEE

8 August 2008



**Report of:** Chair of the Adult and Community Services Scrutiny Forum

**Subject:** ADULT AND COMMUNITY SERVICES SCRUTINY FORUM – PROGRESS REPORT

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### 1. PURPOSE OF REPORT

- 1.1 To inform the Scrutiny Co-ordinating Committee of the progress made to date by the Adult and Community Services Scrutiny Forum, since the start of the new 2008/09 Municipal Year.

### 2. PROGRESS OF THE SCRUTINY FORUM

- 2.1 Since the start of the new 2008/09 municipal year the Forum has undertaken the following work:-
- 2.2 Determining the Work Programme: At the meeting of this Forum on 20 June 2008 Members discussed a number of potential work programme items. Following detailed discussions of their work programme, Members agreed to conduct investigations into the 'Quality of Care Homes Provision in Hartlepool' followed by 'Access to Recreation Facilities for Vulnerable/Older People'. Both work programme items were approved by the Scrutiny Co-ordinating Committee on 4 July 2008.
- 2.3 'Quality of Care Homes Provision in Hartlepool' - The Adult and Community Services Scrutiny Forum on the 23 July 2008 approved the Aim, Terms of Reference and Timetable for its investigation into the 'Quality of Care Homes Provision in Hartlepool'. At this meeting, Members also received a 'Setting the Scene' presentation from the Adult and Community Services Department.
- 2.4 The Forum at its next meeting, on the 27 August 2008, will begin the evidence gathering process. During this process, the Forum will consider evidence from a variety of sources, including the Portfolio Holder for Adult

and Public Health; the Director of Adult and Community Services; the Commission for Social Care Inspection; and Hartlepool PCT. The Forum will be visiting a selection of care homes in Hartlepool to gain an insight into the variety of provision provided and will also visit an out of Borough care home to compare areas of good practice. Work to finalise these arrangements is underway.

- 2.5 The timetable for the investigation has been approved and it is intended that it will be undertaken over a six month period, concluding at the meeting of the Forum on 21 January 2008.
- 2.6 Forward Plan – The Adult and Community Services Scrutiny Forum, at each of its meetings, continues to consider possible issues from the Council's Forward Plan for inclusion within its Work Programme. Since the Forum's last progress report, in February 2008, no items have been identified.

### **3. RECOMMENDATION**

- 3.1 It is recommended that the Scrutiny Co-ordinating Committee notes the progress of the Adult and Community Services Scrutiny Forum.

**COUNCILLOR CHRIS SIMMONS  
CHAIR OF ADULT AND COMMUNITY SERVICES SCRUTINY FORUM**

### **BACKGROUND PAPERS**

No background papers were used in the preparation of this report.

## SCRUTINY CO-ORDINATING COMMITTEE

8 August 2008



**Report of:** Chair of the Children's Services Scrutiny Forum

**Subject:** CHILDREN'S SERVICES SCRUTINY FORUM –  
PROGRESS REPORT

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### 1. PURPOSE OF REPORT

- 1.1 To inform the Scrutiny Co-ordinating Committee of the progress made to date by the Children's Services Scrutiny Forum, since the start of the new 2008/09 Municipal Year.

### 2. PROGRESS OF THE SCRUTINY FORUM

- 2.1 Since the start of the new 2008/09 Municipal Year, the Children's Services Scrutiny Forum has undertaken the following work:-
- 2.2 Access to Recreation Activities for Children and Young People in Hartlepool: The Forum's Final Report was presented to Cabinet on the 23 June 2008 along with the Action Plan associated to the investigation that was presented by the Children's Services Department. Both the recommendations and the action were endorsed by Cabinet at their meeting of the 23 June 2008.
- 2.3 Subsequently at the meeting of the Forum on the 21 July 2008, in the absence of the Portfolio Holder for Children's Services, the Children's Services Department conveyed Cabinet's response and confirmed approval of all of the recommendations contained within the report. Details were also provided of progress to date on the implementation of each of the recommendations.
- 2.4 Sustainability of Externally Funded Community Initiatives in Schools: The Forum's Final Report was presented to and endorsed by Cabinet on the 7 July 2008 along with the Action Plan associated to the investigation that was presented by the Children's Services Department.
- 2.5 Subsequently at the meeting of the Forum on the 21 July 2008, in the absence of the Portfolio Holder for Children's Services, the Children's

Services Department conveyed Cabinet's response and confirmed approval of all of the recommendations contained within the report. Details were also provided of progress to date on the implementation of each of the recommendations.

- 2.6 With the topic of the 'Sustainability of Externally Funded Community Initiatives in Schools' originating as a referral from the South Neighbourhood Consultative Forum, myself as Chair, has agreed to attend the South Neighbourhood Consultative Forum's meeting on the 15 August 2008 to present the Final Report and Departmental Action Plan.
- 2.7 Six Monthly Monitoring of Agreed Children's Services Scrutiny Forum's Recommendations: The Children's Services Scrutiny Forum was pleased to receive the new monitoring report at its meeting of 16 June 2008. Members noted the high number of recommendation achieved and are eagerly anticipating the next monitoring report due at our meeting of 27 January 2009.
- 2.8 Work Programme 2008-09: At the meeting of the Children's Services Scrutiny Forum on the 16 June 2008, Members agreed that their first work programme item for the 2008-09 Municipal Year be an investigation into the Foster Care Service provided by Hartlepool Borough Council.
- 2.9 Members also agreed that the second work programme item be chosen by the young people co-opted onto the Forum from Hartlepool Young Voices and received an extremely detailed and professional presentation at the Forum's meeting of 21 July 2008. This presentation related to the topic of Appropriate Accommodation for Young People who are Homeless which all Members agreed to adopt as their second scrutiny work programme item.
- 2.10 Hartlepool Borough Council's Foster Care Service: Following confirmation of this Forum's Work Programmes by Scrutiny Co-ordinating Committee on the 4 July 2008, the Children's Services Scrutiny Forum on the 21 July 2008 approved the Aim, Terms of Reference and Timetable for its investigation of 'Hartlepool Borough Council's Foster Care Service'.
- 2.11 The Forum at its next meeting on the 26 August 2008 will begin the evidence gathering process. During this process, the Forum will receive evidence on current provision in Hartlepool and consider input from a variety of sources, including current foster carers, young people and other interested groups.
- 2.12 The timetable for the investigation was approved by the Forum at its meeting of the 21 July 2008 and after taking into consideration comments from Scrutiny Co-ordinating Committee, it is intended that it will be undertaken over a five month period, concluding at the meeting of the Forum on the 11 November 2008.
- 2.13 Children and Young People's Plan (CYPP) 2009-12: The Forum received a presentation in relation to the CYPP at its meeting of 16 June 2008 from the

Partnership and Integration Development Manager. The Forum noted the report and at its meeting of the 21 July 2008 nominated six members of the Forum to act as a Reference Group as the CYPP is developed.

- 2.14 Forward Plan: The Children's Services Scrutiny Forum, at each of its meetings, continues to consider possible issues from the Council's Forward Plan for inclusion within its Work Programme. Since the Forum's last progress report, in February 2008, no specific items have been identified.

### **3. RECOMMENDATION**

- 3.1 It is recommended that the Scrutiny Coordinating Committee notes the progress of the Children's Services Scrutiny Forum.

**COUNCILLOR JANE SHAW  
CHAIR OF CHILDREN'S SERVICES SCRUTINY FORUM**

### **BACKGROUND PAPERS**

No background papers were used in the preparation of this report.

## SCRUTINY CO-ORDINATING COMMITTEE

8 August 2008



**Report of:** Chair of the Health Scrutiny Forum

**Subject:** HEALTH SCRUTINY FORUM – PROGRESS REPORT

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### 1. PURPOSE OF REPORT

- 1.1 To inform the Scrutiny Co-ordinating Committee of the progress made to date by the Health Scrutiny Forum, since the start of the new 2008/09 Municipal Year.

### 2. PROGRESS OF THE SCRUTINY FORUM

- 2.1 Since the start of the new 2008/09 municipal year the Forum has undertaken the following work:-
- 2.2 Determining the Work Programme: At the meeting of this Forum on 17 June 2008, Members explored potential work programme items for 2008/09. During the course of discussions, Members agreed that in addition to the Forum's involvement in the various statutory consultations that arise throughout the year, one detailed investigation should be undertaken.
- 2.3 The Forum selected the issue of 'Reaching Families in Need' as its main investigation for 2008/09, with the aim of exploring the development of a strategy to encourage the take up of health care services by hard to reach groups. The selection of this issue for the Forum's work programme this year was approved by the Scrutiny Co-ordinating Committee on 4 July 2008.
- 2.4 Momentum: Pathways to Healthcare: Formal consultations on the Momentum: Pathways to Healthcare proposals commenced on the 2 June 2008, with a closing date of the 1 September 2008. The Tees Valley Health Scrutiny Joint Committee, on the 19 June 2008, approved a protocol for joint health scrutiny of this issue, including the creation of a Section 244 Health Scrutiny Joint Committee. The purpose of this Committee being to facilitate the formulation of a joint response to the consultation from Hartlepool and Stockton Borough Councils (with involvement from Durham and North Yorkshire).

- 2.5 Meetings of Hartlepool's Health Scrutiny Forum were held on the 3 and 25 2008 to discuss the issue and receive reports / presentations from PCT and Foundation Trust representatives. Publicity, and promotion, of these meetings in the press, doctor's surgeries and community centres has resulted in each of these meetings being well attended, with issues including transportation and the location of community health facilities of particular concern.
- 2.6 In addition to these, two further meetings of the Forum are to be held on the 4 August 2008, at 11.00 am, in the Civic Centre (to receive final evidence) and 11 August 2008, at 3.00 pm, in the Civic Centre (to seek approval of the Forum's response). Following these meetings a joint response from Hartlepool and Stockton Borough Council's will be produced and considered by the Section 244 Health Scrutiny Joint Committee on 2 September 2008.
- 2.7 North East Ambulance Service Proposals for Ambulance Contact Centres: At the most recent meeting on the Tees Valley Health Scrutiny Joint Committee, on 1 August 2008, it was unanimously agreed to refer the decision to close the Ladgate Lane Contact Centre to the Secretary of State. A report, together with the necessary evidence, is currently being compiled through the Tees Valley Health Scrutiny Joint Committee, a copy of which will be circulated in due course.
- 2.8 Integrated Care / Out of Hours Services in Hartlepool: The Health Scrutiny Forum on 17 June 2008 was notified that the introduction of urgent care services to cover the Out of Hours period based at Hartlepool Hospital was to be delayed from June 2008 until September 2008. The Forum noted with interest that difficulties recruiting the appropriate level of staff had resulted in this delay and that the recruit of middle medical posts was a national issue. The posts in question in Hartlepool had since been re-engineered and re-advertised and the Forum was assured that the services would now commence in September 2008.
- 2.9 Local Procurement of GP Practices and a GP Led Health Centre in Hartlepool – Update: The Health Scrutiny Forum at its meeting on the 17 July 2008 received a detailed presentation as part of the consultation process for the local procurement of GP Practices and a GP led health centre in Hartlepool. The Forum expressed a variety of views in relation to the proposals which were to be fed into the Primary Care Trust (PCT) consultation process. The Forum will also at the end of the consultation be receiving a further update from the PCT on the results of the outcome of the process.
- 2.10 Forward Plan – The Adult and Community Services and Health Scrutiny Forum, at each of its meetings, continues to consider possible issues from the Council's Forward Plan for inclusion within its Work Programme. Since the Forum's last progress report, in February 2008, no specific items have been identified.



**3. RECOMMENDATION**

- 3.1 It is recommended that the Scrutiny Co-ordinating Committee notes the progress of the Health Scrutiny Forum.

**COUNCILLOR JONATHAN BRASH  
CHAIR OF THE HEALTH SCRUTINY FORUM**

**BACKGROUND PAPERS**

No background papers were used in the preparation of this report.

## SCRUTINY CO-ORDINATING COMMITTEE

8 August 2008



**Report of:** Chair of the Neighbourhood Services Scrutiny Forum

**Subject:** NEIGHBOURHOOD SERVICES SCRUTINY FORUM  
– PROGRESS REPORT

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### 1. PURPOSE OF REPORT

- 1.1 To inform the Scrutiny Co-ordinating Committee of the progress made to date by the Neighbourhood Services Scrutiny Forum, since the start of the new 2008/09 Municipal Year.

### 2. PROGRESS OF THE SCRUTINY FORUM

- 2.1 Since the start of the new 2008/09 municipal year the Forum has undertaken the following work:-
- 2.2 Determining the Work Programme: At the meeting of this Forum on 18 June 2008 Members discussed a number of potential work programme items. Following detailed discussions of their work programme Members agreed to conduct investigations into the 'Condition of the Highways in Hartlepool' followed by 'Coastline Defences and Shoreline Management in Hartlepool'. Both work programme items were approved by the Scrutiny Co-ordinating Committee on 4 July 2008.
- 2.3 'Condition of the Highways in Hartlepool' - The Neighbourhood Services Scrutiny Forum on the 11 July 2008 approved the Aim, Terms of Reference and Timetable for its investigation into the 'Condition of the Highways in Hartlepool'.
- 2.4 The Forum at its next meeting, on the 18 August 2008, will begin the evidence gathering process. During this process, the Forum will receive a 'setting the scene' presentation from the Neighbourhood Services Department and consider input from a variety of sources, including the Portfolio Holder for Neighbourhoods and Communities and the Highways Agency. The Forum will be visiting sites in Hartlepool to observe road

conditions locally and will also be undertaking a benchmarking visit to another Local Authority to identify areas of good practice. Work to finalise these arrangements is underway.

- 2.5 The timetable for the investigation has been approved and it is intended that it will be undertaken over a four month period, concluding at the meeting of the Forum on the 27 October 2008.
- 2.6 'Transportation Links to Hospital Services and Neighbourhood Services Department Transport Provision' – At the meeting of this Forum on 11 July 2008 Members considered the Portfolio Holder for Neighbourhoods and Communities response to the recommendations from the Forum's investigation into 'Transportation Links to Hospital Services and Neighbourhood Services Department Transport Provision'.
- 2.7 Members of the Forum were informed that following consideration of the Final Report, Cabinet approved the recommendations in their entirety. The Forum eagerly looks forward to monitoring the progress of the agreed recommendations over the coming year.
- 2.8 Food Law Enforcement Service Plan 2008 - The Neighbourhood Services Scrutiny Forum on the 11 July 2008 considered the Food Law Enforcement Service Plan, which is a requirement under the Budget and Policy Framework. The Plan covered the Service Aims and Objectives; the links with the Community Strategy, Corporate Plan, Departmental and Divisional Plans; and legislative powers and other actions available. The Plan had been considered by Cabinet on 23 June 2008 and was due to return again to Cabinet in August to feed back comments from the Forum, prior to it being considered by Council.
- 2.9 Forward Plan – The Neighbourhood Services Scrutiny Forum, at each of its meetings, continues to consider possible issues from the Council's Forward Plan for inclusion within its Work Programme. Since the Forum's last progress report, in February 2008, no items have been identified.

### **3. RECOMMENDATION**

- 3.1 It is recommended that the Scrutiny Co-ordinating Committee notes the progress of the Neighbourhood Services Scrutiny Forum.

**COUNCILLOR STEPHEN AKERS - BELCHER  
CHAIR OF NEIGHBOURHOOD SERVICES SCRUTINY FORUM**

### **BACKGROUND PAPERS**

No background papers were used in the preparation of this report.

## **SCRUTINY CO-ORDINATING COMMITTEE**

**8 August 2008**



**Report of:**           **Chair of the Regeneration and Planning Services  
Scrutiny Forum**

**Subject:**           **REGENERATION AND PLANNING SERVICES  
SCRUTINY FORUM - PROGRESS REPORT**

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### **1.     PURPOSE OF THE REPORT**

- 1.1    To inform the Scrutiny Co-ordinating Committee of the progress made to date by the Regeneration and Planning Services Scrutiny Forum, since the start of the new 2008/09 Municipal Year.

### **2.     PROGRESS OF THE FORUM**

- 2.1    Since the start of the new 2008/09 Municipal Year, the Regeneration and Planning Services Scrutiny Forum has undertaken the following work:-
- 2.2    Seaton Carew's Regeneration Needs and Opportunities: As you are aware the Regeneration and Planning Services Scrutiny Forum completed its investigation into Seaton Carew's Regeneration Needs and Opportunities at its meeting of 3 April 2008 with the production of its Final Report. This has been an extremely comprehensive and sometimes emotive investigation drawing on evidence from our Member of Parliament, our Elected Mayor, relevant Officers from Hartlepool Borough Council and most importantly the residents of Seaton Carew. The Forum's Final Report was presented to Cabinet on the 9 June 2008 along with the Action Plan associated to the investigation that was presented by the Regeneration and Planning Services Department.
- 2.3    As the deadline for papers for today's meeting of the Scrutiny Co-ordinating Committee was prior to the Regeneration and Planning Services Scrutiny Forum meeting on the 25 July 2008, a verbal update on the outcome of the response from Cabinet will be provided by myself as Chair of the Forum at today's meeting.

- 2.4 The Provision of Good Quality Affordable Rented Social Accommodation in Hartlepool – Following Cabinet consideration of the action plan, in conjunction with the Forum's Final Report, the Regeneration and Liveability Portfolio Holder attended the meeting of the Regeneration and Planning Services Scrutiny Forum on the 19 June 2008 to convey Cabinet's response and confirm approval of all of the recommendations contained within the report. Details were also provided of progress to date on the implementation of each of the recommendations.
- 2.5 Six Monthly Monitoring of Agreed Regeneration and Planning Services Scrutiny Forum's Recommendations: The Regeneration and Planning Services Scrutiny Forum was pleased to receive the new monitoring report at its meeting of 19 June 2008. Members noted the exceptionally high number of recommendation achieved and congratulated all officers involved in achieving recommendations resulting from the scrutiny investigations this Forum has undertaken since 2005. Members are eagerly anticipating the next monitoring report due at our meeting of 16 January 2009.
- 2.6 Hartlepool Borough Council's Community CCTV Provision: The Forum received the topic of the Council's Community CCTV Provision at its meeting of 19 June 2008 as a referral from Cabinet's meeting of the 28 April 2008. Members recognised that Scrutiny Co-ordinating Committee had already carried out an Interim Report and approved the Aim, Terms of Reference and Timetable for its investigation at the Forum's meeting of the 19 June 2008.
- 2.7 On the 19 June 2008 the Community Safety Officer provided Members with a 'Setting the Scene' report into the Community CCTV Provision currently provided by Hartlepool Borough Council. Members noted the report and will receive more evidence on the current provision in Hartlepool and consider input from a variety of sources, including the Mayor as Portfolio Holder for Regeneration and Liveability, Cleveland Police, Cleveland Fire Brigade, Housing Hartlepool and other outside organisations/providers. The Forum will also be undertaking a benchmarking visit to observe practice in another Local Authority (Darlington), as well as a tour of the cameras in Hartlepool and visit to the Community Monitoring Centre in Hartlepool.
- 2.8 The Forum is on track to complete this investigation by the 4 September 2008 so that its Final Report can be submitted to the Scrutiny Co-ordinating Committee by 19 September 2008, for submission to Cabinet on 29 September 2008, as planned.
- 2.9 Work Programme 2008-09: At the meeting of the Regeneration and Planning Services Scrutiny Forum on the 19 June 2008, Members agreed that due to the referral from Cabinet into CCTV, that only one more work programme item would be considered for the 2008-09 Municipal Year. The Forum agreed that the second scrutiny investigation would be concerned with the Marketing of Hartlepool, which is particularly timely with the Tall Ships arriving in Hartlepool in 2010.

- 2.10 Following confirmation of this Forum's Work Programmes by Scrutiny Co-ordinating Committee on the 4 July 2008, the Regeneration and Planning Services Scrutiny Forum will receive a Scoping Report on the 3 October 2008 to approve the Aim, Terms of Reference and Timetable for its investigation into 'The Marketing of Hartlepool'.
- 2.11 Forward Plan – The Regeneration and Planning Services Scrutiny Forum at each of its meetings, continues to consider possible issues from the Council's Forward Plan for inclusion within its Work Programme. Since the Forum's last progress report, in February 2008, no specific items have been identified.

### **3. RECOMMENDATION**

It is recommended that the Scrutiny Co-ordinating Committee notes the progress of the Regeneration and Planning Services Scrutiny Forum.

**COUNCILLOR SHAUN COOK  
CHAIR OF REGENERATION AND PLANNING SERVICES SCRUTINY FORUM**

### **BACKGROUND PAPERS**

No background papers were used in the preparation of this report.

# **SCRUTINY CO-ORDINATING COMMITTEE**

8 August 2008



**Report of:** Chair of the Scrutiny Co-ordinating Committee

**Subject:** SCRUTINY CO-ORDINATING COMMITTEE –  
PROGRESS REPORT

## **1. PURPOSE OF REPORT**

- 1.1 To inform the Members of the Scrutiny Co-ordinating Committee of the progress made to date of this Committee, since the start of the new 2008/09 Municipal Year.

## **2. PROGRESS ON THE OVERVIEW AND SCRUTINY WORK PROGRAMME 2008/09**

- 2.1 I am pleased to report that this is the third year that the Annual Scrutiny Work Programme has been finalised by early July 2008. The planning and preparation that has been undertaken to ensure was achieved has been invaluable and certainly good practice to continue in future years.
- 2.2 Following endorsement of the Scrutiny Co-ordinating Committee's Work Programme for 2008/09 on 4 July 2008, the agreed work programme of this Committee is as outlined in the below table:-

Issue/Topic	Timescale
The Use of Agency Staff within the Council	August 2008 - November 2008
Departmental Structures and Efficiencies Referral	July 2008 to September 2008
Current Operation of the Kerbside Recycling Scheme Referral (in conjunction with the Neighbourhood Services Scrutiny Forum)	September 2008 to December 2008
Implementation of the Enhanced Role of Overview and Scrutiny (Councillor Call for Action)	On-going throughout the year
Business Transformation Programme	As and when appropriate
Single Status Agreement	As and when appropriate
Schools Transformation Programme	As and when appropriate

- 2.3 In addition to the above, this Committee will also consider corporate and financial issues relating to the Authority as and when appropriate, in particular the budget consultation process for 2009/10, Annual Summary of Inspection Reports undertaken by the Audit Commission, Quarterly Budget/Performance Monitoring Reports, compilation of the Corporate Plan for 2009/10 and so on.

### **3. GENERAL OVERVIEW AND SCRUTINY ISSUES**

- 3.1 Final Reports Recently Considered / Awaiting Consideration – At the time of writing this report I can confirm that there were no Final Reports/Formal Responses awaiting consideration by the Authority's Cabinet or other Committees.
- 3.2 Informal Meetings of the Scrutiny Chairs – At the last informal meeting of the Scrutiny Chairs, I can confirm that it was agreed that an evaluation of the Overview and Scrutiny Committees practices would be undertaken and reported back to a future meeting of the Scrutiny Co-ordinating Committee.
- 3.3 The next informal meeting of the Scrutiny Chairs is to be held on 9 September 2008 and I will advise this Committee of any matters of interest via my next progress report in October 2008.
- 3.4 Joint Cabinet and Scrutiny Meeting – I can confirm that the next joint meeting is to be held on 2 October 2008 commencing at 4.30 pm to 5.30 pm in Committee Room B, of the Civic Centre. Should Members have any items that they wish to be included on the agenda, please inform the Scrutiny Manager by Friday 19 September 2008.

### **4. RECOMMENDATION**

- 4.1 It is recommended that the Scrutiny Co-ordinating Committee notes the content of this report.

**COUNCILLOR MARJORIE JAMES  
CHAIR OF THE SCRUTINY CO-ORDINATING COMMITTEE**

### **BACKGROUND PAPERS**

No background papers were used in the preparation of this report.